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ABSTRACT

The Kansas State College of Pittsburg's faculty handbook issued in 1974 covers the main sources of official information and assistance; the administration and governance of the college; general faculty policies; faculty rank and tenure; leave policy; general and other services; and academic and personal services for faculty. The document also contains the faculty senate's constitution and by-laws; policies and procedures in the event of campus disorder; a state of professional ethics; a statement on recruitment and resignation of faculty members; the design of the faculty association and planning committee; and information regarding terminations. (JMF)

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FACULTY HANDBOOK

KANSAS STATE COLLEGE OF PITTSBURG

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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PREFACE

The Faculty Handbook for Kansas State College of Pittsburg is designed to be a convenient summary of information, policies, and procedures pertinent to the general operation of the College and to individual faculty members. The Handbook is not a substitute for official catalogs and bulletins of the College in academic matters such as courses and curricula and many academic regulations. The charter and by-laws of the Faculty Senate are included in the Appendices of the Handbook. Minutes of official actions by the Faculty Senate and the Graduate Faculty are maintained by the secretaries for these two organizations. The Handbook does not supersede other official records, documents, letters of appointment, etc.

If the individual faculty member does not find information which he or she seeks in the Handbook, he or she may inquire at the Office of the President.

HIGHER EDUCATION IN KANSAS

There are three state universities and three state colleges in the system of higher education in Kansas. These include the University of Kansas at Lawrence, Kansas State University at Manhattan, and Wichita State University, and three state colleges whose titles are Kansas State College of Pittsburg, Fort Hays Kansas State College, and Emporia Kansas State College.

The highest governing body for the six institutions is the State Board of Regents which is made up of nine members. The official office of the Board of Regents is located at 800 Jackson Street in Topeka. The Board of Regents has been given by law authority to govern the six institutions of higher education.

The President of the College is directly responsible to the State Board of Regents for presenting the annual budget, proposals for new policies, academic programs, etc., and meets once each month with the Regents and at other times on call. He also participates in the Council of Presidents, which is made up of the chief administrative officers of each of the six institutions, and officially represents the College in all relations with other organizations and agencies.

By action of the Board of Regents, official communications to the State Board of Regents and other officials of the state of Kansas must be routed through the Office of the President. This policy includes all other administrative officers, members of the Faculty who wish to communicate as members of the Faculty, and representatives of student organizations which have the official sanction of the College. The object of this policy is to provide proper communication and information concerning matters of an official nature for which the President is ultimately responsible. This regulation does not include personal communications from Faculty members and students who are acting as private individuals and do not use official designations connected with the College.

HISTORY OF THE COLLEGE

This College was originally organized as the Auxiliary Manual Training Normal School in 1903. It became a four-year institution in 1913 and was renamed Kansas State Teachers College of Pittsburg in 1923. The College was authorized to grant the Master of Science degree in 1929 and the Specialist in Education degree in 1958. The institution was renamed Kansas State College of Pittsburg in 1959 and was authorized in that same year to offer the Master of Arts degree in the field of History, English, and Mathematics. In 1968 the College was authorized to grant the Master of Music degree.

The College is surrounded by junior colleges which are maintained chiefly through local taxation with some state aid. As a result, the College has a large enrollment in the upper division and must provide instructional and other resources accordingly. Because Kansas State College of Pittsburg is the only four-year Kansas college within a radius of a hundred miles or more in this part of Kansas, it has steadily developed from what originally was a single purpose institution into a multi-purpose, area college.

ACCREDITATION

The Kansas State College of Pittsburg is fully accredited by the North Central Association of Colleges and Secondary Schools, by the National Council for Accreditation of Teacher Education, and by the National Association of Schools of Music. The undergraduate program in chemistry is fully approved by the American Chemical Society. The College has institutional memberships in the American Association of Colleges for Teacher Education, the National Commission on Accrediting, the American Council on Education, the Council of Graduate Schools in the United States, and other organizations. Women graduates of the College are accepted for membership by the American Association of University Women.

MAIN SOURCES OF OFFICIAL INFORMATION AND ASSISTANCE

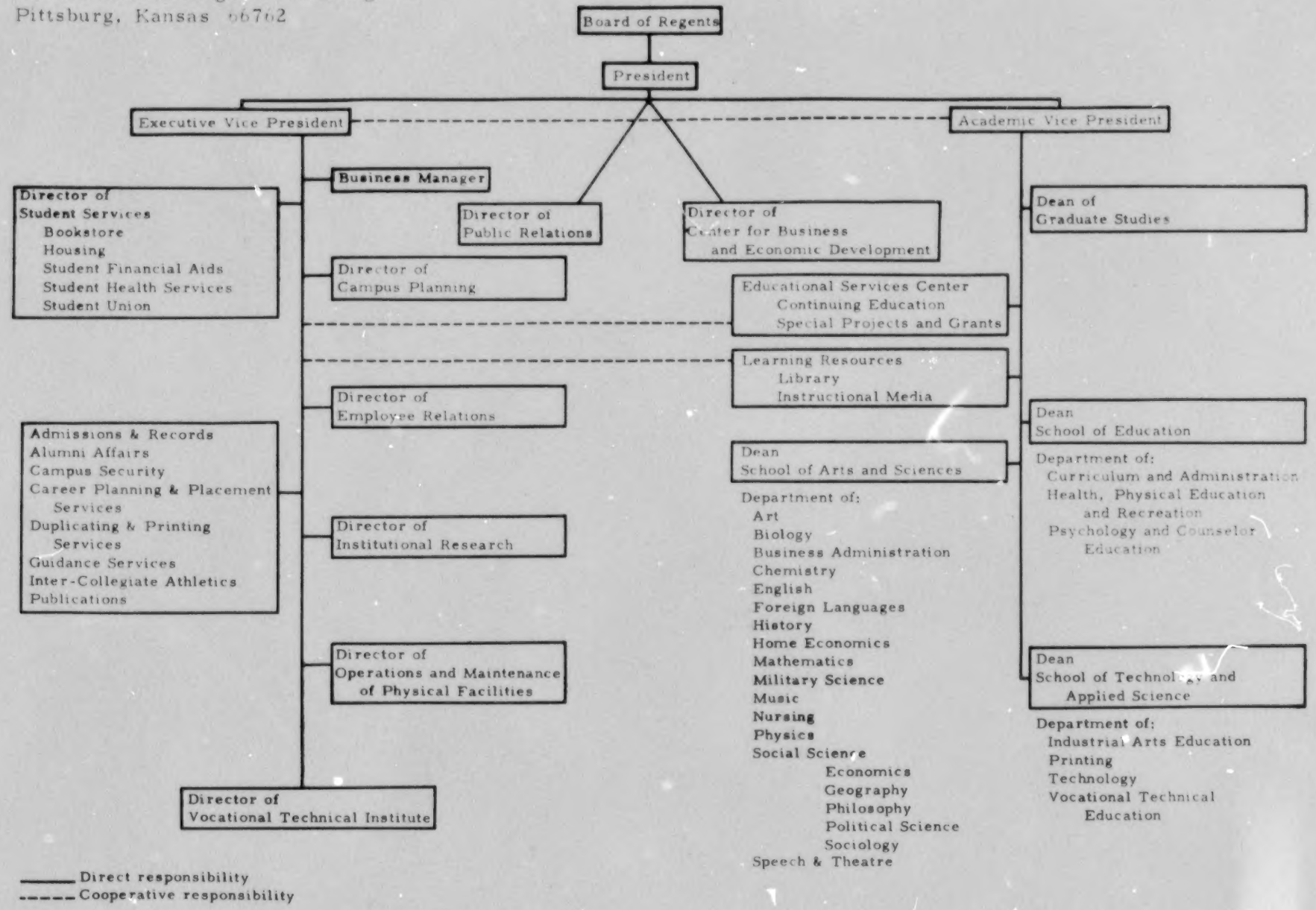
The General Catalog and Graduate Catalog which are issued biennially are the main sources of official information concerning courses, majors and minors, official academic regulations and procedures, and contain descriptions of many services to students and Faculty. For general purposes they may be regarded as official statements of policy and information; they do not supersede other official statements by the President of the College, and actions by official administrative committees and officers. The Student Handbook is a publication which can be obtained from the Office of the Director of Student Services and which describes student organizations and activities.

The official budget for the College is issued annually in the spring and reflects the official approval of the State Board of Regents, the Governor, and the Legislature of the State. Two official copies of the budget are deposited in the Library and may be used by any Faculty member as part of the material on reserve in the Library. The official minutes of the State Board of Regents are maintained in the Office of the Business Manager and are the current statement of policy and regulations concerning the operation of the College and the other five state institutions of higher education. These minutes are also sent to the Library by the Board of Regents Office to be filed with the Kansas Documents Collection and are available on request at the periodical desk.

THE ADMINISTRATION AND GOVERNANCE OF THE COLLEGE

The chief administrative officers in the College are as follows: the president of the College is the administrative officer whose authority is derived directly from the State Board of Regents and the statutes of Kansas. Although other administrative officials, the Faculty Senate, and Graduate Faculty have been delegated certain authority and responsibilities, the President as the representative of the Board of Regents and chief administrative officer has final authority as to policies and operation of the College.

Kansas State College of Pittsburg
Pittsburg, Kansas 66762



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The Administrative Council

The Administrative Council is an informed advisory council to the President. The members of the Administrative Council, which meets each Tuesday morning, include the President, the Executive Vice President, the Academic Vice President, the Director of Employee Relations, the Director of Institutional Research, the President of the Faculty Senate, the Director of Career Planning and Placement Services, the Director of Student Services, the Director of Operations and Maintenance of Physical Facilities, the President of the Student Senate, the Business Manager, the Director of Public Relations, and the Registrar who serves as official secretary.

Faculty Senate, Graduate Faculty, and Faculty Association

There are four official legislative bodies for the Faculty of the College established by authority of the President, and one voluntary unofficial organization.* The four official bodies are as follows: the General Faculty, the Faculty Senate, the Graduate Faculty, and the Graduate Council. The unofficial voluntary organization is the Faculty Association. The role and function of these official legislative bodies and their memberships are described in the "Constitution of the Faculty Government" and the by-laws pertaining thereto which are Appendix X of this Handbook.

The College recognizes the academic ranks of professor, associate professor, assistant professor, instructor, and graduate assistant. All persons on tenured or tenure-earning appointments at ranks of instructor or above are considered to be voting members of the General Faculty. Membership on the Graduate Faculty is by appointment by the President upon the advice of the Graduate Council.

The parent legislative body of the Faculty is the General Faculty. For ease and efficiency the General Faculty has delegated its legislative functions to the Faculty Senate, which is empowered to act on behalf of the General Faculty but is subordinate to it.

The by-laws of the Faculty Senate have delegated jurisdiction over Graduate Faculty matters to the Graduate Faculty and have also delegated legislative authority to the Graduate Council, which is

*See Appendix III. The Faculty Association and Planning Committee

empowered to act on behalf of the Graduate Faculty but is subordinate to it. Provision is also made in the by-laws for appeals from the decisions of the Graduate Council, either by members of the Graduate Faculty or members of the Faculty Senate. (For detailed information, see by-laws of the Faculty Senate in Appendix X.)

GENERAL FACULTY POLICIES

Certificates of Employment

Certificates of Employment issued to new and continuing faculty members specify the fiscal and other conditions of appointment and the period of employment. The majority of the teaching faculty is appointed for the academic year of approximately nine months which begins in late August and continues until the end of the spring semester, usually in May.

When full-time faculty members (not those on temporary appointments) sign a Certificate of Employment, they are given the opportunity to sign the option of receiving their regular nine-months salary in twelve installments rather than the regular installments. The regular installments shall be one-half a regular check on September 1 and then eight regular checks and then finally one-half check on June 1. Those electing the twelve-months payment option will have their state health insurance premiums for the summer months paid in the same manner as during the academic year with the employee's portion paid by the College and the family portion paid by payroll deduction. Those who sign the twelve-months payment option may accept a summer appointment for which additions to pay checks will be processed in the regular manner. The checks in either case may be mailed to the recipient or mailed directly to the bank of his or her choice.

Salary checks are paid on the first of the month, although occasionally there may be a delay of two or three days because of processing requirements. Those who are appointed for the spring semester only are paid in four equal installments from March 1 through June 1, inclusive.

Administrators are generally employed for twelve months. Some faculty appointments may be for twelve months, although these are the exception rather than the rule. The payroll period for twelve-month

employees is from the 18th of the month through the 17th of the following month. The payroll check for the period ending on the 17th will be received on the following 1st of the month. Example: a new twelve-month employee who starts work on July 1 will receive a check on August 1 for 17/31 of a month's pay for the payroll period July 1 through July 17.

NOTE: Effective fall 1975 bi-weekly pay periods will be used.

Summer Sessions and Employment of Faculty

Summer appointments are separate from those of the regular academic year and are made to meet the needs of the academic program. Summer employment is not a College obligation to the staff member and, unless specified otherwise in his or her regular Certificate of Employment for the academic year, is an additional special appointment. College policy is that priority for summer employment is generally given to those who will continue on the Faculty in the next academic year.

Salary Deductions--Retirement Plan

All members of the teaching staff are subject to the following monthly deductions from their salaries: Social Security, the Kansas Withholding Tax, and the federal withholding tax. Such mandatory deductions are reported to the Faculty member by the Personnel Office.

Members of the teaching Faculty and teaching supervisors as well as some administrators specified under state law may participate in the Teachers Insurance Annuity Association (T.I.A.A.) retirement plan. New Faculty members who were participants in T.I.A.A. at other institutions may continue immediately upon transfer to Kansas State College of Pittsburg. New Faculty members who are not already participants are eligible to enter the T.I.A.A. retirement plan at Kansas State College of Pittsburg after they have served for two years.

All continuing Faculty members and those who have served on the Faculty for two years must participate in the T.I.A.A. retirement plan. A deduction of 5 percent from salaries is made before salary checks are mailed. The state of Kansas matches this 5 percent deduction with an equal contribution. Faculty members under the T.I.A.A. plan may elect to have their T.I.A.A. deductions placed under

the "tax sheltered annuity system", which means that this portion of the salary is not subject to federal income taxation until the retirement of the recipient. Further details on all such matters may be obtained from the Personnel Office.

Those members of the College staff who are not considered as part of the teaching Faculty or teaching supervisors participate in the Kansas Public Employees Retirement System. The essential difference between the two plans is that only 4 percent is deducted from the salaries of such personnel, which is matched by a contribution of 4 percent by the State. Examples of such positions are those in the Business Office, non-teaching members of the Library staff, the Registrar's Office, and non-teaching directors.

The question of retirement is under study by a committee appointed by the Board of Regents representing all six state institutions. The mandatory retirement age is subject to change.

Health Requirements and Employment of Relatives

The following health regulation is the official policy of the Regents: "Freedom from tuberculosis in communicable form, as certified by a licensed physician, hereafter shall be a requirement for permanent employment at any of the state schools. Members of the staff who are over 35 years of age shall be retested at five-year intervals, and those under 35 years of age at two-year intervals. Each staff member shall be required to present to the school administration office concerned a certificate signed by a licensed physician and indicating whether or not the staff member has tuberculosis in communicable form."

Official policies of the State Board of Regents permit the appointment of members of the same family to teaching or other positions if such employment does not involve supervision of work by a relative. Such appointments may be either tenure earning or temporary and may be full time or part time. No person may participate in specific decisions involving direct benefit (initial appointment, retention, tenure, promotion, salary, leave of absence, etc.) to relatives.

Academic Freedom

Kansas State College of Pittsburg in general endorses the statements advanced by the American Association of University Professors in its

"1940 Statement of Principles" on Academic Freedom and Faculty Tenure and "The Standards for Notice of Non-Reappointment" of 1964.*

The administration seeks to have its decisions and actions consistent with these rules, subject to the specific approval of the State Board of Regents as to amendments and changes made since 1940 and 1964. For specific policies concerning tenure, please refer to that section of the Handbook.

The teacher is entitled to freedom in the classroom in discussing his or her subject but should be careful not to introduce into his or her teaching controversial matter which has no relation to that subject. The College teacher is a citizen, a member of a learned profession, and an officer of this educational institution. When he or she speaks or writes as a private citizen, he or she is free from institutional restrictions; however, his or her special position in the community does infer some special obligations inherent in his or her membership on the Faculty.

As a person of learning and as an educational officer, he or she should keep in mind that people may judge his or her profession and the College by his or her statements. Hence, it is his or her obligation at all times to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to make every effort to indicate that he or she is not speaking for the College when he or she speaks as a private citizen. (See the 1969 "Statement of Professional Ethics" by the American Association of University Professors in Appendix V.)

Political Activity

"Faculty, administrators, and other unclassified personnel are eligible to accept any public or political party position which does not involve any conflict of interest and does not require substantial time away from assigned duties or in other respects infringe upon them. Such eligibility covers membership on a city commission, school board, planning group, and county, state, and national party committees and like organizations, by either appointment or election.

"The filing of a declaration of intent to become a candidate shall not affect the status or appointment of an unclassified member of a college

*See Appendix I

or university staff; provided, however, such person at all times while a candidate shall properly and fully perform all of his or her assigned duties; provided further, however, that should such person while he or she is a candidate for office fail to perform all of his or her assigned duties, such person shall not receive any salary or benefits from the date of filing for office.

"Leave without salary or other benefits will be granted to those elected or appointed to public office requiring full time or lengthy sustained periods away from assigned duties, such as Congress, the State Legislature, and state and county offices or appointments to office falling within this category, effective as to a person elected or appointed to Congress or the State Legislature from the date such person takes the Oath of Office and continuing until the adjournment of Congress or the adjournment sine die of each session of the State Legislature; as to other state and county offices, during the entire time a person serves as such officer.

"In the interest of the fullest participation in public affairs, the same personnel is free to express opinions speaking or writing as an individual in signed advertisements, pamphlets and related material in support of or opposition to parties and causes. There will be the commensurate responsibility of making plain that each person so doing is acting for himself or herself and not in behalf of an institution supported by tax funds drawn from citizens of varying political and economic views." (Board of Regents minutes, May 19, 1972)

Teaching and Other Academic Responsibilities

Professional and academic memberships are encouraged especially in those organizations appropriate to the Faculty member's assignment. Achievements in professional and academic organizations are reported in the Annual Faculty Reports which each Faculty member makes through the departments and may be considered among the criteria as to promotions and salary increments. No professional and academic memberships are required as part of the conditions for appointment; exceptions will be specified in the initial or other certificate of employment.

It is College policy to schedule evening and Saturday classes as part of the normal faculty assignment. Although the normal teaching load is usually considered to be twelve semester hours it will be necessary to schedule fifteen-hour loads for many faculty members during a period of enrollment decline and staff reduction.

In addition to instructional services, a full-time member of the Faculty is expected to participate to a reasonable extent in such non-instructional services as student advisement, student counseling programs, assistance when requested by the appropriate administrator at pre-registration and registration, the direction and reading of theses and problems, and service on committees. It is assumed, however, that the first obligation of Faculty members is that of good instruction in the classroom and that student advisement is a normal obligation.

It is College policy that each faculty member will be expected to be in his or her office two hours each day for advisement and consultation with students. Such office hours will be posted. Each chairperson prepares a complete roster of faculty office hours and reports them to his or her Dean.

Faculty members are expected to give those customary and traditional instructional services which are "standard" throughout institutions of higher education. Assignment of courses and of appropriate instructionally related duties is the prerogative of the departmental chairperson. A member of the Faculty is expected to attend departmental and faculty meetings and to assist and participate in commencement exercises and other formal academic events. Academic regalia is necessary for some events.

Members of the Faculty are expected to arrange in advance when possible for any necessary absences from classes, departmental meetings, or other occasions for which his or her attendance is normally required. Such arrangements are to be made with the appropriate department chairperson or other administrative official in cases of formal academic classes and events. The primary purpose for concurrence by the chairperson is to insure instruction at the proper level. Absence forms are to be obtained from the department chairperson to report absences to the chairperson and the dean of the school.

If absence from a formal academic event is anticipated, a written request stating the reasons should be addressed to the departmental chairperson or appropriate administrator. It is a condition of appointment that Faculty members do agree to meet classes as scheduled or to make proper arrangement with their chairperson to follow the final examination schedule, and to participate in the regular academic life of the College.

It is an obligation of faculty members to observe regulations of the College in regard to parking, use of College facilities, etc. The

department chairperson should be able to refer the faculty member to the appropriate office for information.

FACULTY RANK AND TENURE

Faculty Appointments

Faculty appointments are of two basic types:

(a) Tenure Earning Appointments

These are regular full-time appointments where the expectation is that the Faculty member will qualify for promotions in rank and for tenure. Exceptions to this expectation will be considered on an individual basis and noted in writing at the time of appointment.

(b) Temporary Appointments

These are non-tenure earning appointments, usually for one academic year. They may be renewed annually but generally will have a limit of three renewals. For these appointments Kansas State College of Pittsburg will not expect specific progress toward a terminal degree, but Faculty members so appointed may qualify for salary increases based on the merit criteria used in determining all salary increases.

Faculty Rank and Promotion

It is the policy of Kansas State College of Pittsburg as directed by the Board of Regents to award promotions in rank on the basis of merit. The criteria for each rank include the following:

Instructor: Appointment to this rank requires a Master's degree or equivalent progress toward a higher degree.

Assistant Professor: Appointment to this rank requires study beyond the Master's degree in an organized program. Demonstrated competence in teaching, scholarly productivity and performance, professional service, and instruction-related activities are given consideration.

Associate Professor: Appointment to this rank requires an earned doctorate in the appropriate field, except in special cases in which past work experience or unique training provides outstanding competency. Teaching effectiveness, publications, and other scholarly activities are especially weighed.

Professor: In addition to the criteria for Associate Professor, appointment to the rank of professor is reserved for persons with an earned doctorate in the appropriate field who make an outstanding academic and professional contribution to the program of the College and to their academic disciplines.

The College reserves the right to make exceptions to the above basic requirements on an individual basis.

Tenure Policy: State Board of Regents

Under the laws of Kansas, all appointments automatically expire at the end of the fiscal year on the thirtieth of June, but the appointments of Faculty members with tenure are automatically renewed unless previous notice to the contrary has been given under the regulations of the State Board of Regents stated below. This combination of circumstances must be the meaning in the following paragraphs of the phrase "continuous tenure". The tenure policies of the State Board of Regents, adopted on April 18, 1947 are as follows:*

"It was moved and seconded upon the recommendation of the Administrative Heads of the five schools of higher education (now six) that this Board adopt as a policy for the schools, the following principles governing Tenure of Faculty Members:

a. After the expiration of a probationary period (see b. 2 below) teachers or investigators should have permanent or continuous tenure, and their services should be terminated only for adequate cause, except in the case of retirement for age or under extraordinary circumstances because of financial exigencies.

b. In the interpretation of the principles contained in Section a. of this resolution, the following is approved by this Board.

*Based on the "1940 Statement of Principles"

1. The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.

2. Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that his or her new assignment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. Notices should be given at least one year prior to the expiration of the probationary period, if the teacher is not to be continued in service after the expiration of that period.

3. During the probationary period a teacher should have the academic freedom that all other members of the faculty have.

4. Termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a Faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him or her and should have the opportunity to be heard in his or her own defense by all bodies that pass judgment upon his or her case. He or she should be permitted to have with him or her an adviser of his or her own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence, the testimony should include that of teachers and other scholars, either from his or her own or from other institutions. Teachers on

continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from date of notification of dismissal whether or not they are continued in their duties at the institution.

5. Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.

c. Within this general policy each school may adopt such operating regulations as it deems necessary subject to the approval of this Board." (Board of Regents minutes, April 18, 1947)

Position Statement Regarding Tenure and Financial Exigency

"For a long period of time, it has been the policy of the Board of Regents to recommend changes in the number of faculty provided for each institution on the basis of either increases or decreases in enrollment. As enrollments have increased, the Board has requested from the Legislature, on the basis of state formula, sufficient new faculty to accommodate the increases. As enrollments have declined, the Board has reduced its requests for faculty positions on the basis of the same formula. If as enrollments decline the number of faculty are similarly reduced, this would, in the opinion of the Board, constitute financial exigency inasmuch as the salary money for a certain number of positions would have been deleted from the appropriation.

"The Board of Regents views tenure as a guarantee of academic freedom and a commitment to due process in any termination of faculty. The Board does not feel that tenure guarantees permanent employment in the event that the actual need for faculty is reduced or other factors make it seem prudent to re-evaluate the faculty complement needed to carry out specific programs. The Board also expects that when faculty reduction is dictated by factor or factors, such reductions shall be carried out according to campus policy and in the best interests of the total educational program." (Board of Regents minutes, February 14, 1974)

Position Statement Regarding Faculty Requests for a Hearing by the Board of Regents

"It is the policy of the Board of Regents not to involve itself in the details of employment, supervision, or termination of individual employees. It is the Board policy that these administrative functions be carried out at the campus level by the administration within the framework of Board policy and state law." While the Board will not hear individual cases it will seek assurance that campus policies provide for due process and that those campus policies have been followed. (Board of Regents minutes, February 14, 1974)

Tenure Policies and Procedures at the College

1. Beginning with appointment to rank of full-time instructor, tenure is earned on the following schedule of probationary service at Kansas State College of Pittsburg: Instructor, seven years; Assistant Professor, five years; Associate Professor, two years; Professor, one year.

2. For initial appointments, any exceptions to the above probationary periods will be stated in the appointment letter.

3. Prior service in other institutions of higher education may be included in the probationary period, but the College reserves the right to determine at the time of appointment whether prior service shall reduce the probationary period. Any such arrangement will be stated in writing at the time of appointment.

4. Granting of tenure or notice to the contrary requires an explicit statement by the College. Notices as to tenure decisions will be given in writing not later than December 15, March 1 or twelve months, according to the appropriate interval required in each case.*

5. After granting of tenure, a faculty member's service will be terminated only for cause or financial exigency.

6. Termination of tenure for cause will be considered by a Faculty committee and where feasible by the governing board of the College. In all cases in which the facts are in dispute, the

*See Appendix I, "The Standard for Notice of Non-Reappointment".

Faculty member in such cases will be informed in writing before the hearing of the matter under consideration and will have an opportunity to be heard in his or her own defense by all bodies that pass judgment upon his or her case. He or she will be permitted to have with him or her an adviser of his or her own choosing who may act as counsel. There will be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony will include that of teachers and other scholars, either from his or her own or from other institutions.

7. Termination for reasons of financial exigency will be reviewed by a Faculty committee. See Appendix II for procedures prepared by the Faculty Senate Executive Committee and accepted by the President of the College December 7, 1973 and reported to the Faculty Senate December 17, 1973.

8. During the probationary period a teacher will have the academic freedom that all other members of the Faculty enjoy.

9. The following factors will be considered in exercising the prerogative and responsibility for determining who will be granted tenure at Kansas State College of Pittsburg: teaching effectiveness, scholarly productivity, and performance; professional service; instruction-related activities; achievement of terminal degree or equivalent for higher rank; recency of graduate study and/or research; appraisal by the department chairperson and Deans of the Schools; Academic Vice President's appraisal; recommendations from colleagues.

10. The procedure by which recommendations as to tenure decisions are obtained will include an advisory opinion from a Faculty member's associates in his or her department. The Schools at Kansas State College of Pittsburg will determine the procedures by which the advisory opinion of Faculty members is obtained.

11. Faculty members who have not earned the Master's degree or its equivalent in progress toward a higher degree will not be granted tenure.

12. When a probationary period is interrupted by a sabbatical leave, the period of absence will be counted toward eligibility for tenure.

13. A leave without pay for one year may be granted when such a leave is judged to be in the best interest of the institution. It will not be regarded as a break in continuous service. A leave without pay, however, will not count toward earning sabbatical leave nor will other than a scholarly leave count toward tenure. A scholarly leave without pay will count toward tenure unless the staff member and the institution agree in writing to the contrary at the time the leave is granted. Any extension of a leave without pay for a second year requires the specific consent of the Board of Regents. Two years is the limit for such leaves. (Board of Regents minutes, June 25, 1974)

14. During a military-leave-without-pay the faculty member's status is frozen until he or she returns to that position.

Salary Increases

It is the policy of Kansas State College of Pittsburg to award salary increases solely on the basis of merit. Because of the variation among and between departments and individuals in assignments and responsibilities, it must be recognized that there can be no single formula for the evaluation of merit. It is necessary, therefore, to establish criteria of merit with the understanding that varying combinations may result in the same merit ratings. The Kansas State College of Pittsburg recognizes excellence in teaching and allied instructional duties, scholarly productivity or performance, and non-instructional service to the College program as meritorious contributions.

The procedure by which advisory recommendations as to salary increases are obtained will include getting an advisory opinion from a Faculty member's associates in his or her department. The Schools of Kansas State College of Pittsburg will determine the procedures by which the advisory opinion of Faculty members is obtained.

Appeals to Salary and Rank Decision

Any Faculty member who desires to do so may appeal concerning his or her notice of salary or rank to the Academic Vice President, or, in the case or non-teaching faculty, to the Executive Vice President. Such an appeal should be made after informing the appropriate department chairperson and School Dean or supervisor and may be made

without prejudice to the Faculty member and no obligation of the College to act is thereby created.

Notices of Employment

Terms of employment do not become legally binding on the state of Kansas until after the Board of Regents has given official approval of the budget in its May session. After such Regents' approval, the College will issue Certificates of Employment. Ten days are given for returning the signed Certificate of Employment and acceptance of the terms or conditions noted on the Certificate. Except when arrangements have been made in advance due to travel or other approved reasons, the position will be declared vacant at the end of ten days if the signed Certificate has not been returned to the President's Office.

Resignation or Release from Employment Obligation*

A Faculty member who does not intend to accept appointment for the following academic year should submit a written resignation to his or her department chairperson as soon as possible. Resignations will be forwarded in each case through channels to the Dean of the School, Academic Vice President, and President.

A Faculty member who has accepted employment at Kansas State College of Pittsburg for the forthcoming academic year in general will not be released "without prejudice" from his or her obligation. Exceptions to this policy will be considered by a committee of the President, Executive Vice President, Academic Vice President, Dean of the School, and Chairperson of the Department to whom a Faculty member may present his or her reasons for requesting release from the employment obligation.

SABBATICAL LEAVES AND LEAVES WITHOUT PAY

General Information Concerning Sabbatical Leaves

The Kansas State Board of Regents policy is that sabbatical leaves may be awarded in meritorious cases to those Faculty who have served in a full time, tenure earning status for six years or longer. Board policy

*See Appendix IV

specifies that sabbatical leaves may be granted "for the purpose of pursuing advanced study, conducting research studies, or securing appropriate industrial or professional experience."

Sabbatical leaves are granted at the regular salary for one semester or for one-half salary for the academic year of nine months. Regular salary is defined as the salary being paid at the time the leave begins.

A faculty member who receives a sabbatical leave agrees to return to the service of Kansas State College of Pittsburg or one of the other five state institutions under the jurisdiction of the Board of Regents for a period of at least two years following the expiration of the period of leave. If he or she does not return for a two-year period, he or she must refund all sabbatical pay. If he or she returns for less than two years service, the amount of his or her refund to the College will be proportional to the amount of service given after his or her return from the leave.

Purposes for which Leaves Are Granted

Sabbatical leaves are granted by the College in order to improve the professional and academic qualifications of the Faculty for teaching and research. Valid objectives include study to improve teaching and research competence; to carry on research which is part of his or her normal activity on the campus; to increase his or her contribution to the academic programs of the department and School; and to add to the quality of instruction and reputation of the College.

Leaves may be granted for formal academic study, appropriate research in such places as laboratories, libraries, government centers, and professional experience off campus which will contribute to the above objectives. Leaves cannot be granted for travel per se, for reasons of health, or for other unspecified absence from duty.

Applications for and Approval of Leaves

Faculty members who wish to apply for either sabbatical leaves or leaves without pay may obtain proper forms and guidelines from the chairperson of the department. The completed form for a sabbatical leave must be completed and filed with the chairperson not later than November 15. While the deadline for a leave without pay is flexible, the request should be made as early as possible in the academic year and by November 15 if possible.

Endorsements of applications are as follows: The Chairperson of the Department, Dean of the School, and Academic Vice President. Final approval is given by the Board of Regents to whom the President transmits his or her recommendation.

Reporting Procedure

Acceptance of sabbatical leave or leave without pay assumes that adequate reports will be filed with the Chairperson of the Department, the Dean of the School, and the Academic Vice President within one month after his or her return to his or her College assignment.

The form of the report shall be designated by the Chairperson of the Department and should reflect the following: the manner in which the stated purpose of the leave was carried out, the primary results achieved, and any tangible results of the leave such as publications, new course designs, new teaching methods developed, and scientific materials collected or designed. Through such reports the academic program of the College can be successfully evaluated, individual merit more successfully appraised, and further academic improvement of the College achieved through better planning and analysis.

Leaves without Pay

Leaves without pay are granted for the same purposes as sabbatical leaves, but may possibly include other personal or health reasons such as maternity leaves. The procedures for making application and receiving approval for both leaves are the same. However, the Faculty member is under no obligation as to salary refund because of his or her leave without pay. For those who are on leaves without pay, resignations from the staff during the period of the leave are governed by the previous statement of this Handbook concerning "Resignation or Release from Employment Obligation".

Military Leave without Pay

Those individuals who are called to active duty by the National Guard, Army Reserve, or similar group will be granted a military leave without pay upon presentation of a copy of the official notice or call to active duty. It is the person's privilege to resign if he or she prefers, but a military leave without pay will be granted if requested in writing. During his or

her absence his or her status at Kansas State College of Pittsburg is frozen until he or she returns from military assignment. In order that the College may give adequate notice to his or her replacement and budget for the staff member's return, it is the responsibility of the staff member on military leave without pay to give as much advance notice as possible concerning the date of release from active duty.

GENERAL SERVICES

Health Insurance

Group health insurance is made available through a state-wide contract for all regular state employees. The insurance premium for an employee's single coverage in general is usually paid from state funds. Family coverage is made available upon request with the net difference between the family rate and the single member's rate paid by the employee through a payroll salary deduction. Both single and family premiums must be paid to the Business Office for months when an employee is not receiving a state payroll check.

OTHER SERVICES

Kansas State College of Pittsburg cannot from state funds furnish fringe benefits such as moving expenses. However, the Administration and Faculty have worked cooperatively through the Faculty Planning Association to provide numerous low-cost benefits such as group life insurance and salary protection insurance.

The Southeast Kansas Teachers Credit Union was originally organized by Kansas State College of Pittsburg Faculty and offers them as well as other teachers credit services, as do several banks.

Travel

The general policy of the College is to pay authorized per diem and/or to furnish state-owned cars or pay mileage reimbursement at the rate of thirteen cents per mile for the use of privately owned cars for official

travel by Faculty. "Official travel" means that the Faculty member represents the College and has authorization to do so for particular trips. Private vehicles can be used only when state cars are unavailable and their use also requires specific authorization.

Authorization for in-state travel is given in most instances by the chairperson of the department or by the appropriate administrator. Out-of-state travel requires the recommendation of the chairperson and Dean of the School, or other appropriate official and requires official minutes to the State Board of Regents at least three weeks prior to the travel period. Faculty members can obtain specific information from the chairperson or Business Office about procedural details.

Faculty members who perform authorized in-state or out-of-state travel should consult the department chairperson concerning procedures, limitations on expenditures, receipts, etc. In general in-state per diem expenses (meals and lodging) are limited to $18.00. Out-of-state per diem expenses are limited to $32.00. Other expenses are limited by law, and a handbook governing travel regulations may be obtained from the Business Office.

Purchase Procedures

All orders for material or services are initiated by a Department Request for Purchase sent to the Business Office on request of the authorized person responsible for the specific account to be charged (usually department chairperson).

Provisions have been made to expedite small purchases made locally and those which are an emergency. Upon a telephoned request to the Purchasing Officer he will either enter your order by telephone or assign an order number to you for that particular transaction and instruct you to complete the purchase.

Exceptions to the foregoing rule can be made for funds which are held locally such as funds of the Faculty Association, Alumni Association, and similar funds.

Kansas law and procedures adopted by the State Purchasing Division require that all orders over $200 must be opened for bids and all items of a specific type must be combined to obtain the best possible price.

The College is not legally responsible for orders placed other than as described above.

Office supplies such as paper, pencils, note pads, etc., may be obtained at the supply room in the Physical Plant building across the hall from the mailroom. Most of these items are purchased through state contracts and cannot be purchased from other sources.

Fees Collected for Special Activities

The College is required to account for all funds received by a Faculty member or other employee when acting for the College. Fees such as those for conferences, workshops, and competitions, must be deposited in the Business Office. Persons responsible for collection of such fees should contact the Business Office before determining method for either receipt or disbursement of such funds.

A special account for intermittent or infrequent events has been established in the Continuing Education Office. This office will aid not only in keeping financial records but also in making arrangements for meeting places, luncheons, and similar details. It is the policy of the College that the services of the Continuing Education staff be utilized for conferences and special events scheduled by departments involving off-campus participants.

Telephone and Telegraph Service

Telegraph and toll telephone service (long distance) are available to all Faculty for "official business". Because of the wide variety of such "official business", the College has no formal definition of this term. The professional integrity of the Faculty is relied upon to prevent abuse.

Faculty members are expected to follow these procedures to aid in the control of telephone charges incurred by unauthorized persons.

1. During the hours the College switchboard is open, place all long distance calls through the College switchboard operators.

2. All Kansas calls must be on the WATS (Wide Area Telephone Service) line only placed through the College switchboard operators. After the switchboard is closed a WATS line is available at the Reference Desk at the Library.

3. Report all long distance out-of-state calls not placed through the College switchboard operator. Special care

should be taken to do this with calls placed from your home but charged to the College.

Mailing Privileges

Postage is provided through department or office budgets for all mail which is "official business". The integrity of the Faculty is relied upon to make this determination. Most large mailings can qualify for special reduced postage rates. Detailed instructions can be obtained from the College mailroom. The cooperation of the Faculty is expected so that the most economical class of mail is used.

Personal Christmas greetings even though intra-campus and not requiring postage are not handled by our on-campus mail facilities.

The U. S. Post Office is located on the main floor of the Physical Plant Building on Lindburg Street. Mail service to the College is a campus distribution system, with the mail room for this purpose located in the Physical Plant Building on Lindburg Street. Mail distribution is provided through the departments which have individual faculty mail boxes.

Supplies and Materials

Supplies and materials which are provided by the College to Faculty members and departments will be distributed in the supply room across from the mailroom in the Physical Plant Building. Requisition forms should be completed and signed by the faculty member and must include the signature of the person responsible for the department or office account. Such forms are taken to the supplies and materials office in the Physical Plant Building or handed to the departmental secretary for picking up when she or he goes after departmental mail.

Photographic Identification Card

New Faculty members are urged to have a photographic identification card made at the time of first employment. These cards are issued free of charge for the personal convenience of the Faculty. Cards are made for new Faculty during the enrollment process at the beginning of each semester or summer session at a place designated by the Registrar. Faculty members who identify themselves as such may interrupt the line for immediate service.

Official Hospitality

Official hospitality means expenditures from appropriations for official hospitality and includes all expenditures made therefrom by a state agency, officer or employee as an official host for meals, lodging, transportation, official gifts and favors, and official entertainment for official guests pursuant to the office, duty, charge, position, or public trust which the state agency, officer, or employee holds.

No expenditure of state monies shall be allowed by the State Controller for official hospitality for members of state boards or commissions, state officers or employees, students, prospective students, parents of prospective students, inmates or patients except when any of the foregoing are acting as official hosts or when any state officer or employee because of his or her particular expertise, knowledge, or background attends a function of another state agency. Spouses of official hosts shall not receive expenses for lodging, nor meals not scheduled with official functions.

No expenditure of state monies shall be allowed for payments for official entertainment, official gifts, or favors, except pursuant to an express authorization therefore in the detailed budget of the state agency receiving an appropriation for official hospitality.

Requests for official hospitality should be made two weeks in advance to the Business Manager. Forms for this may be obtained from the Office of the Business Manager, Second Floor South, Russ Hall. Further instructions for submission of forms and payment for the hospitality are listed on the form.

ACADEMIC AND PERSONAL SERVICES FOR FACULTY

Library Services

The Library houses the main collection of books, periodicals, government documents, and miscellaneous materials. Additional specialized materials for teacher education are located in the Curriculum Library in the basement of Hughes Hall. Standard library practices for Faculty are followed for the use of all kinds of materials. For specific procedures and regulations, please consult the staff of the Library. Xeroxing services are available at a reasonable cost.

Testing Services

The College administers a wide variety of tests pertaining to student apptitudes, academic interests, etc. Testing services are located in Room 134 Russ Hall and the Coordinator should be consulted when services of this office are requested.

Instructional Media

Kansas State College of Pittsburg has its materials and services for Instructional Media located in three areas. The main offices are in the Hartman Building and the Director's Office is in Room 304. Faculty members who wish to use Media facilities and equipment such as projectors for film strips, movies, etc., as well as many other forms of equipment should make arrangements through the Director.

Television facilities are located primarily on the first floor of Hughes Hall. The Tape Laboratory is on the second floor of Grubbs Academic Building. Faculty may make arrangements to use both facilities.

Duplicating Services

The College provides extensive duplicating services for members of the Faculty. Directions concerning the duplication of materials can be obtained through the department chairperson or by consulting Duplicating Services located in Room 132, Russ Hall Annex.

Counseling Services

The College provides extensive counseling services for Faculty and students in a suite of rooms on the first floor of Russ Hall. Student personnel records are located in Room 117. Arrangements for counseling services and the use of student personnel records may be made in that office.

Student Employees

The Student Employment Service is maintained in Room 216 Russ Hall and is under the jurisdiction of the Director of Career Planning and Placement. Faculty who wish to secure the assistance of student

employees should consult the department chairperson and have his or her authorization for their use. No Faculty member may arrange for the use of student employees at state expense without proper authorization by his or her department chairperson.

Health Center

The Student Health Center is located in its own building at 1801 South Joplin. A Registered Nurse is on duty at all times during the day. Students who seem to have a health problem should be referred to the Health Center, and the Center should be notified immediately in the event of an accident or emergency. The telephone number is 261. The Health Center is maintained primarily for the use of students.

Speakers Bureau

The Office of Career Planning and Placement maintains a Speakers Bureau which provides service to schools and various professional organizations. Faculty members who wish to offer their services as speakers should make arrangements with the Director.

Activity Tickets

The purchase of activity tickets by members of the Faculty is on a voluntary basis. Faculty members may purchase one activity ticket at the regular rate, with payment either by the semester or the academic year. One complimentary activity ticket will be provided for the Faculty member at his or her request. Tickets are obtained from the Business Office in the Russ Hall Annex. Activity tickets admit the holder to all College sponsored events for which no additional charge is made to the students. When it is necessary to purchase tickets for events not covered by the activity ticket or to make seat reservations, the Faculty member can obtain this service in the ticket office which is located in the basement of the Student Union.

Courses for Credit

Full-time Faculty members may enroll for a maximum of five hours credit per semester and a maximum of three hours credit for the eight weeks summer session. Teaching Faculty who are employed at

less than a full-time assignment may take additional courses with the consent of the chairperson of the department, the Dean of the School, and the Academic Vice President. Non-teaching Faculty employed less than full-time may take additional courses with the consent of the Executive Vice President.

Requests for Use of College Facilities

The central scheduling office for campus activities either on or off the campus is the Student Union Office. Please call the numbers listed below for the centralized scheduling of events and facilities.

All classrooms days, evenings and weekends (except Grubbs 107, 108, and 109) including Yates Hall Auditorium 7:30 a.m. to 5:00 p.m. Monday through Friday	Classroom Scheduling Officer Ext. 359
Center for Business and Economic Development Auditorium	Business Administration Office Ext. 202
Carney Hall Auditorium	Student Union Office, Ext. 218
College Calendar	Student Union Office, Ext. 218
College Lake Shelter House	Student Union Office, Ext. 218
Grubbs 107, 108, and 109	Instructional Media, Ext. 361
McCray Hall Auditorium	Department of Music, Ext. 273
Timmons Chapel	Student Union Office, Ext. 218
Yates Hall Auditorium after 5:00 p.m. weekdays and all day on Saturdays and Sundays	Student Union Office, Ext. 218

Please remember that the above scheduling procedures apply to dates during College vacations as well as between semesters and summer sessions.

Consulting Services

"The University (the word University shall mean either university or college as circumstances require) expects members of the University community (faculty, staff, and students) employed by the University to give full professional effort to their assignments of teaching, research, and service. It is therefore considered inappropriate to engage in gainful employment outside the University that is incompatible with University commitments. Moreover, it is considered inappropriate to transact personal business unrelated to the University from one's University office, or at times when it might interfere with commitments to the University.

"For members of the faculty, the University, however, permits and, indeed, encourages a reasonable amount of personal professional activity outside the faculty member's reasonably construed total professional responsibilities of his employment by and for the University, provided such activity: (a) further develops the faculty member in a professional sense or serves the community, state, or nation in a professional capacity; (b) does not interfere with the faculty member's teaching, research, and service to the University; and (c) is consistent with the objectives of the University. Professional care of patients is not considered personal professional activity. Regular instructional service to other educational institutions is normally regarded as an inappropriate personal professional activity.

"Within these limits, the University shall control the allowable amount of such outside professional activity.

"The faculty member must inform the chief academic officer, through the department chairman or head and the dean, of all personal professional activities. For all such activities except those single occasion activities specified below, the faculty member must report in writing the proposed arrangements and secure approval prior to engaging in the activities. Those activities which involve only a single occasion, are clearly of a scholarly, professional or technical nature, rather than commercial, and in which compensation is not the primary consideration, must be reported annually in writing as prescribed. For all activities concerned, the report should indicate the extent and nature of the activities, the amount of time to be spent in the activities, and the total amount of time spent or expected to be spent on all such outside activities during that current academic year.

"In the event that outside personal professional activities require the use of customarily priceable University materials, facilities, or services,

the faculty member is expected to make arrangements for reimbursement.

"University policies on conflict of interest must be observed in arranging and conducting outside personal professional activities.

"Additional rules and procedures for personal professional activity may be established by the several schools and divisions of the University." (Board of Regents minutes, September 20, 1974)

SPECIAL POLICIES

Board of Regents' Resolutions Regarding Disorders

See Appendix VI, June 19, 1970
See Appendix VII, July 10, 1970

Policies and Procedures in the Event of Disorders

See Appendix VIII for College statement.

Board of Regents' Resolution Regarding Academic Calendar

See Appendix IX, June 19, 1970

Affirmative Action Program

It is the policy of Kansas State College of Pittsburg to provide equal opportunity in employment and upward mobility for all qualified persons, to prohibit discrimination in employment because of race, sex, color, age, religion, national origin, or marital status and to promote the full realization of equal employment opportunity through a positive continuing program of affirmative action throughout the College.

(This is the introductory paragraph of "An Affirmative Action Program for Kansas State College of Pittsburg" adopted by the Faculty Senate December 18, 1972. The complete statement is available from the President's Office or the Affirmative Action Committee.)

Faculty Absence from Regular Instruction

Unless proper arrangements are made with the chairperson of the department members of the Faculty are expected to meet classes for full period at the time indicated in the semester class schedule. Examinations must be given according to the schedule authorized by the Academic Vice President. If a Faculty member is to be absent from his or her regular class assignment, he or she must make proper arrangements for the conduct of his or her class through the chairperson of the department.

The purpose of absence reporting is mainly to make certain that proper arrangements are made for instruction, examinations, and other duties. The primary intention is not emphasis upon approval for Faculty absences but rather to make sure that the work of the Faculty member proceeds without interruption at the proper quality level. When a Faculty member is to be absent, he or she should secure proper reporting forms from the chairperson of the department. These forms are in triplicate and should be handed by the Faculty member to the chairperson of the department. The chairperson will initial one copy and return it to the Faculty member, indicating thereby his or her approval of arrangements made for the continuation of the classwork. The chairperson will retain one copy and send the third copy to the dean of the school.

The chairperson of the department is the person to whom Faculty members should turn for information and assistance in academic matters.

Grade Review Policy

Primary responsibility for classroom instruction at Kansas State College of Pittsburg is that of the instructor. He or she is accorded full academic freedom in the conduct of classes in all aspects of teaching, including the assignment of grades. Professional ethics and the traditions of the College require, however, that grades be given objectively and impartially and according to the best academic judgment of the instructor.

If a student believes that an error has been made in the assignment or recording of his or her grade, whether clerical in nature or for other reasons, his or her appeal procedure is as follows: (1) he or she first discusses the matter with the instructor; (2) if unsatisfied with the instructor's decision after conferring with him or her, the student may then discuss the matter in turn with the chairperson of the respective department, the dean of the appropriate school, and finally with the Academic Vice President. The latter three administrators may, if they consider it advisable, confer with the instructor. However, grade changes can be made only by the instructor and with the concurrence of the department chairperson and dean of the school. Grade changes are ordinarily made only to correct clerical errors.

Class Attendance Policy - Students

It is recognized that regular attendance at class is important to success in college. If occasions arise when a student has to be absent from class, it is the student's responsibility to clear absences with each instructor since it is the instructor's responsibility to set and to communicate to students the attendance requirements of each course.

In emergencies requiring absence from class, a student may call the Office of Student Services to report absences. This office will receive the message and communicate any unusual circumstances to the instructor. However, this in no way relieves the student of the responsibility of later clearing the absence with his instructor.

The Office of Student Services will maintain, as a source of reference, a list of students missing classes for College activities.

If in the judgment of the instructor a student has been excessively absent, he or she may drop the student from class with a grade of F and report this action to the Office of the Registrar.

No Smoking in Classrooms

The policy at Kansas State College of Pittsburg regarding smoking is that there will be no smoking in classrooms due to the problem of a fire hazard in certain areas and the objection of non-smokers in class.

Acceptance of Gifts

College policy prohibits the acceptance of gifts by Faculty members and employees from enrolled students. Past experience has shown that acceptance of gifts by classroom teachers resulted in some awkward situations relative to the issuance of student grades.

APPENDIX I

THE STANDARDS FOR NOTICE OF NON-REAPPOINTMENT*

Because a probationary appointment, even though for a fixed or stated term, carries an expectation of renewal, the Faculty member should be explicitly informed of a decision not to renew his (or her) appointment, in order that he (or she) may seek a position at another college or university. Such notice should be given at an early date, since a failure to secure another position for the ensuing academic year will deny the Faculty member the opportunity to practice his (or her) profession. The purpose of this Statement is to set forth in detail, for the use of the academic profession, those standards for notice of non-reappointment which the Association over a period of years has actively supported and which are expressed as a general principle in the 1940 Statement of Principles on Academic Freedom and Tenure.

The Standards for Notice

Notice of non-reappointment, or of intention not to recommend reappointment to the governing board, should be given in writing in accordance with the following standards:

(1) Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

(2) Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an intial two-year appointment terminates during an academic year, at least six months in advance of its termination.

(3) At least twelve months before the expiration of an appointment after two or more years in the institution.

*Taken from 1964 AAUP regulations

APPENDIX II

TERMINATION FOR REASONS OF FINANCIAL EXIGENCY

Preamble

The faculty of Kansas State College of Pittsburg recognizes that a reduction in positions caused by financial exigency "should be based upon the relevancy of the position to the ultimate objective of the college". (Faculty Senate minutes for November 13, 1972.) The acceptance of this premise implies that some of these positions may be occupied by tenured faculty members. When the choice is made to terminate such a position, the granting of at least a year of notice to the tenured faculty member should be afforded high priority, and representatives of the administration shall be available to discuss the matter with the faculty member in a personal conference.

After these procedures have been exhausted, the faculty member who still questions the termination of his or her position may request a hearing before a committee of faculty members. The hearing is not a court of law; therefore, the decision of the hearing committee will serve as an advisory opinion to the President of the College. The hearing shall be conducted according to the following procedures, and the hearing committee may request any pertinent material which has been exchanged by the involved parties prior to the hearing.

Procedures

Section I. Procedure for making request for hearing

1. Request for hearing is made, in writing, by the faculty member to the President of the College (hereafter referred to as "the President").

2. Upon request from the President to the President of the Faculty Senate, the Senate Executive Committee shall appoint a Hearing Committee (hereafter referred to as "the Committee") within ten (10) days of the receipt of the request.

3. The President of the Faculty Senate shall notify the President and the faculty member(s) making the request of the appointment of the Committee.

4. Within ten (10) days of its appointment, the Committee, in consultation with the parties involved, shall set the date and place of meeting for the hearing.

Section II. Hearing Committee membership

1. The Committee shall be composed of five (5) tenured faculty members, at least one from each School. These individuals shall hold non-administrative positions as listed on the roster which is routinely prepared by the Executive Vice President and filed in the President's office.

2. The Chairman of the Committee shall be designated by the Senate Executive Committee. The Chairman has full rights of committee membership, including the right to vote.

3. Neither of the involved parties has the privilege of challenging the appointments to the Committee.

Section III. Guidelines for holding the hearing

1. This hearing is not a court of law and is bound only by the procedures herein provided.

2. The Chairman of the Committee rules on all procedural matters within the hearing, and his decision is final unless overruled by a majority of the Committee members.

3. Each party has right to one individual as counsel at any given time during the hearing. The counselor is present for advisory purposes only and speaks only in response to interrogation by the Committee members; therefore, the counselor may not make any statement or present arguments of his own.

4. Other individuals may be called only by the Committee when additional information concerning financial exigency is deemed necessary by the Committee.

5. The Committee shall interrogate the parties involved, their counselors, and other individuals the Committee may call, as provided in Section III (4), in order to obtain sufficient information to arrive at a decision. The Committee will terminate the hearing when a majority of the Committee feels sufficient information has been obtained.

6. The proceedings shall be taped. The necessary equipment is to be furnished by Instructional Media, along with one or two technicians, to be appointed by the Director of Instructional Media and approved by the Committee. A verbatim transcription of the tapes shall be prepared by the President's Office.

7. Full transcription shall be furnished to the Committee and the parties involved. A transcription and the tape shall be placed in a permanent file in the President's Office and retained for at least ten (10) years following the close of the hearing.

8. The hearing is open to the faculty member, the administrators involved (President, Executive Vice President, Academic Vice President, Dean of the School, Chairman of the Department), the counselors selected by each party, the five (5) Committee members, the instructional media technician(s), as provided in Section III (6), and other individuals called by the Committee as provided in Section III (4). Such individuals called by the Committee may be present only while they are being interrogated. No person, other than those mentioned in the guideline, may be present during any part of the hearing.

Section IV. Implications of the decision

1. The decision of the Committee is final in that it cannot be appealed within the College community. The decision of the

Committee, while not subject to appeal locally, is final and advisory to the President.

2. At the close of the hearing the Committee shall make a decision, based upon the information presented in the hearing, and the decision is by majority vote with no abstentions by Committee members permitted. The decision shall be made and communicated, in writing, to the parties involved within twenty-four (24) hours of the close of the hearing.

APPENDIX III

THE FACULTY ASSOCIATION AND PLANNING COMMITTEE

The Faculty Association is an unofficial, voluntary organization whose chief interest is in programs and activities which benefit the Faculty in terms of their personal and professional well-being. It is not an official agent of the College and its main purpose is to make available certain benefits to Faculty members which the College cannot officially provide.

Membership is entirely voluntary and is not in any respect an official matter. The Faculty Planning Committee of nine members is the Executive Committee of the Faculty Association. Three members are elected each year by the Association to serve a term of three years.

Regular members are those persons who have faculty status and who are in good standing with the Faculty Association. Associate members (without voting rights) are those persons who are full-time employees of Kansas State College of Pittsburg and who do not have faculty status or who are retired from any full-time responsibility at the College and who are in good standing with the Faculty Association. Dues in the Association are $6.00, and the money is expended to make various studies, finance a flower fund for appropriate occasions involving the Faculty, and to improve the Faculty Lounge, etc. Membership in the Association is a prerequisite for participation in the Group Life Insurance plan and in the Salary Protection Plan which are offered at low cost by private companies only to members of the Association.

APPENDIX IV

STATEMENT ON RECRUITMENT AND RESIGNATION OF FACULTY MEMBERS

(AAUP Bulletin--Winter 1965)

The Statement on Recruitment and Resignation of Faculty Members, reprinted below, was adopted by the Association of American Colleges in January 1961, with the following reservations as set forth in a preamble prepared by that Association's Commission on Academic Freedom and Tenure:

1. No set of principles adopted by the Association can do more than suggest and recommend a course of action. Consequently, the present statement in no way interferes with institutional sovereignty.

2. The Commission realizes that the diversity of practice and control that exists among institutions of higher learning precludes any set of standards from being universally applicable to every situation.

3. The statement is concerned only with minimum standards and in no way seeks to create a norm for institutions at which "better" practices already are in force.

4. The Commission recognizes the fact that "emergency" situations will arise and will have to be dealt with. However, it urges both administration and faculty to do so in ways that will not go counter to the spirit of cooperation, good faith and responsibility that the statement is seeking to promote.

5. The Commission believes that the spirit embodied in the proposed statement is its most important aspect.

In view of these reservations, the Council of the American Association of University Professors, in April 1961, voted approval of the Statement without adopting it as a binding obligation. Endorsement of the Statement in this form was voted by the Forty-Seventh Annual Meeting.

The Statement

Mobility of faculty members among colleges and universities is rightly recognized as desirable in American higher education. Yet the departure of a faculty member always requires changes, with his institution, and may entail major adjustments on the part of his colleagues, the administration, and students in his field. Ordinarily a temporary or permanent successor must be found and appointed to either his position or the position of a colleague who is promoted to replace him.

In a period of expansion of higher education, such as that already existing and promising to be even more intensified as a pattern for the coming years, adjustments are required more frequently as the number of positions and of transfers among institutions increases. These become more difficult than at other times, especially in the higher academic ranks. Clear standards of practice in the recruitment and in the resignations of members of existing faculties should contribute to an orderly interchange of personnel that will be in the interest of all.

The standards set forth below are recommended to administrations and faculties in the belief that they are sound and should be generally followed. They are predicated on the assumption that proper provision has been made by employing institutions for timely notice to probationary faculty members and those on term appointments, with respect to their subsequent status. In addition to observing applicable requirements for notice of termination to probationary faculty members, institutions should make provision for notice to all faculty members not later than March 15 of each year of their status the following fall, including rank and (unless unavoidable budget procedures beyond the institution forbid) prospective salary.

(1) Negotiations looking to the possible appointment for the following fall of persons who are already faculty members of other institutions, in active service or on leave-of-absence and not on terminal appointment, should be begun and completed as early as possible in the academic year. It is desirable that, when feasible, the faculty member who has been approached with regard to another position inform the

appropriate officers of his institution when such negotiations are in progress. The conclusion of a binding agreement for the faculty member to accept an appointment elsewhere should always be followed by prompt notice to his institution.

(2) A faculty member should not resign in order to accept other employment as of the end of the academic year, later than May 15 or 30 days after receiving notification of the terms of his continued employment the following year, whichever date occurs later. It is recognized, however, that this obligation will be in effect only if institutions generally observe the time factor set forth in the following paragraph for new offers. It is also recognized that emergencies will occur. In such an emergency the faculty member may ask the appropriate officials of his institution to waive this requirement, but he should conform to their decision.

(3) To permit a faculty member to give due consideration and timely notice to his institution in the circumstances defined in paragraph 1 of these standards, an offer of appointment for the following fall at another institution should not be made after May 1. The offer should be a "firm" one, not subject to contingencies. (The Kansas Board of Regents ordinarily approves the budgets for the coming fiscal year for all state colleges and universities on the third Friday in May of each year. Until those Board of Regents minutes are received the Certificate of Employment cannot be released. The minutes are usually received by the following Wednesday.)

(4) Institutions deprived of the services of faculty members too late in the academic year to permit their replacement by securing the members of other faculties in conformity to these standards, and institutions otherwise prevented from taking timely action to recruit from other faculties, should accept the necessity of making temporary arrangements or obtaining personnel from other sources, including new entrants to the academic profession and faculty personnel who have retired.

(5) Except by agreement with his institution, a faculty member should not leave or be solicited to leave his position during an academic year for which he holds an appointment.

APPENDIX V

STATEMENT OF PROFESSIONAL ETHICS

(AAUP Bulletin--Spring 1969)

Introduction

From its inception, the American Association of University Professors has recognized that membership in the academic profession carries with it special responsibilities. The Association has consistently affirmed these responsibilities in major policy statements, providing guidance to the professor in his utterances as a citizen, in the exercise of his responsibilities to students, and in his conduct when resigning from his institution or when undertaking government-sponsored research. The Statement on Professional Ethics that follows, necessarily presented in terms of the ideal, sets forth those general standards that serve as a reminder of the variety of obligations assumed by all members of the profession. For the purpose of more detailed guidance, the Association, through its Committee B on Professional Ethics, intends to issue from time to time supplemental statements on specific problems.

In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to assure the integrity of members engaged in private practice. In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group. The Association supports such local action and stands ready, through the General Secretary and Committee B, to counsel with any faculty member or administrator concerning questions of professional ethics and to inquire into complaints when local consideration is impossible or inappropriate. If the alleged offense is deemed sufficiently serious to raise the possibility of dismissal, the procedures should be in accordance with the 1940 Statement of Principles on Academic Freedom and Tenure and the 1958 Statement on Procedural Standards in Faculty Dismissal Proceedings.

The Statement

I. The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities

placed upon him. His primary responsibility to his subject is to seek and to state the truth as he sees it. To this end he devotes his energies to developing and improving his scholarly competence. He accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He practices intellectual honesty. Although he may follow subsidiary interest, these interests must never seriously hamper or compromise his freedom of inquiry.

II. As a teacher, the professor encourages the free pursuit of learning in his students. He holds before them the best scholarly standards of his discipline. He demonstrates respect for the student as an individual, and adheres to his proper role as intellectual guide and counselor. He makes every reasonable effort to foster honest academic conduct and to assure that his evaluation of students reflects their true merit. He respects the confidential nature of the relationship between professor and student. He avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protects their academic freedom.

III. As a colleague, the professor has obligations that derive from common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas he shows due respect for the opinions of others. He acknowledges hsi academic debts and strives to be objective in his professional judgment of all colleagues. He accepts his share of faculty responsibilities for the governance of his institution.

IV. As a member of his institution, the professor seeks above all to be an effective teacher and scholar. Although he observes the stated regulations of the institution, provided they do not contravene academic freedom, he maintains his right to criticize and seek revision. He determines the amount and character of the work he does outside his institution with due regard to his paramount responsibilities within it. When considering the interruption or termination of his service, he recognizes the effect of his decision upon the program of the institution and gives due notice of his intentions.

V. As a member of his community, the professor has the rights and obligations of any citizen. He measures the urgency of these obligations in the light of his responsibilities to his subject, to his students, to his profession, and to his institution. When he speaks or acts as a private

person he avoids creating the impression that he speaks or acts for his college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

APPENDIX VI

RESOLUTION OF THE STATE BOARD OF REGENTS

WHEREAS, the Members of the State Board of Regents recognize the academic freedom is a necessary adjunct of higher education in the State of Kansas, and,

WHEREAS, academic freedom includes not only the right of dissent, but also the freedom to pursue academic aims by all segments of our colleges and universities, and,

WHEREAS, small numbers of the student bodies and/or employees of Kansas state colleges and universities are pursuing activities deliberately designed to, and which do, disrupt regularly scheduled activities of said institution, and,

WHEREAS, disciplinary boards organized to provide student and faculty review of disruptive actions are, at times harrassed and delayed in conducting said reviews, and,

WHEREAS, the interest of citizens and taxpayers of this State and of the majority of students and faculty are detrimentally affected.

NOW, THEREFORE,

BE IT RESOLVED, by the State Board of Regents that the chief administrative officer of each of the state universities and colleges be and they are hereby directed to immediately suspend any employee, faculty member or student of said institution where said student, faculty member or employee is engaging in activities deliberately designed to, and which do, disrupt the normal and ordinary process of education and training offered by said institutions, said suspension to remain in effect pending such procedural steps as may be required under the rules and regulations of the state institution and the laws of the State of Kansas. The heads of the state institutions shall take such action as is necessary to stop such activities

BE IT FURTHER RESOLVED, that this action not be considered as limiting any authority of said chief administrative officers in the performance of their duties.

ADOPTED this 19th day of June, 1970.

STATE BOARD OF REGENTS

APPENDIX VII

REGULATIONS ESTABLISHED BY RESOLUTION OF THE STATE BOARD OF REGENTS

July 10, 1970

WHEREAS, the State Board of Regents has heretofore adopted certain resolutions pertaining to the participation by students, faculty members and employees in activities at our state educational institutions designed to and which do disrupt the normal and ordinary process of education and training offered by each of our state educational institutions; and

WHEREAS, the State Board of Regents now deems it desirable and expedient to supplement such resolutions by adopting certain regulations relating to and governing the conduct and actions of students, faculty members and employees at our educational institution.

NOW, THEREFORE, BE IT RESOLVED BY THE STATE BOARD OF REGENTS that the following supplemental regulations be adopted and approved relating to and governing the activities of students, faculty members and employees at the state educational institutions of our state, to-wit:

1. While we again reaffirm our position that our institutions should be committed to protection of free speech, freedom of assembly, and the right of lawful protest, we are equally committed to the task of maintaining the peace and safety of the campuses, with full knowledge that the rights of our students and institutions are in jeopardy when violence and civil disorder prevail over law and reason, and therefore a person having any association with any of our state educational institutions may participate in or have any association with any demonstration at any of the institutions under the control of the Board of Regents only when such activities do not exceed the bounds of free assembly and lawful advocacy.

2. Persons participating in a demonstration shall not engage in any unlawful acts which cause or imminently threaten injury to persons or property, or which in anywise obstructs or interferes with the normal and necessary activities of an institution.

3. Persons having a formal association with any of our state educational institutions shall not engage in conduct that unreasonably obstructs teaching, research, and learning.

4. Persons having a formal association with any of our state educational institutions shall not unreasonably obstruct free access to members or guests of any of the institutions or to any of the institutional buildings.

5. Persons having a formal association with any of our state educational institutions shall not damage institutional property or injure members or guests of the institution.

6. Persons having a formal association with any of our state educational institutions shall not disobey the general rules of conduct of the university or of the regulations promulgated by the State Board of Regents.

7. Persons having a formal association with any of our state educational institutions shall not cause any disturbance or breach of the peace or in anywise violate any of the rules and regulations of residence halls or other places or in any building in which students or faculty members assemble.

8. Persons having a formal association with any of our state educational institutions shall not use profane or vulgar language in a threatening or disruptive manner, nor engage in rude or challenging behavior in or upon any of the institutional properties including residence halls and organized living groups.

9. The term "formal association" as used in these regulations shall mean enrolled students, faculty members and other employees.

The Board reaffirms its position heretofore taken in that the chief administrative officer of each of our state educational institutions shall be expected to take such action as is necessary to carry out the purport of the rules and regulations promulgated by the State Board of Regents or any rule and regulation governing the conduct of any and all students, faculty members and other employees of the respective institutions by suspension or other disciplinary action as appropriate, such to be in

accordance with procedures established within each institution for the government of students, faculty members and other employees.

In order to insure due process any student, faculty member or other employee suspended, or who might receive other disciplinary action on the grounds of violating any of the premises of this resolution, as well as all other rules and regulations established by the Board of Regents, and also those established by the institutions, shall have at his or her discretion the right of the review of the action by the governing board constituted at each institution to handle disciplinary matters.

APPENDIX VIII

POLICIES AND PROCEDURES IN THE EVENT OF DISORDER

Kansas State College of Pittsburg

General Policies

Kansas State College of Pittsburg is an institution of higher learning which was established and is financed by the Legislature of Kansas. Its chief governing officers are the Kansas State Board of Regents. Its educational mission has been defined by the Regents under the laws of the State. The main responsibility of the College within the limits of resources available is to provide the best instruction possible for its students.

Students, faculty, and administration believe in long-standing and strongly developed traditions of academic freedom. Academic freedom is a concept which reflects the belief that instruction and conduct will be guided by the use of reason and rational procedures. In the operation of the College and consistent with its educational mission, any rule, regulation, or procedure can be changed by due process--except fundamental adherence to the rule of reason itself. The mission of the College and its adherence to the concept of academic freedom involves the following statement of explicit beliefs:

1. The right of freedom of expression within the context of constitutional rights and due process of law is affirmed. We cannot accept the actions of any groups or individuals which have the effect of infringing upon the civil and academic rights of other students and faculty.

2. Academic freedom for the faculty and students is affirmed as defined by statements of the American Association of University Professors and the recently legislated statement on student rights and freedoms by the Faculty Senate, with concurring approval by the Student Senate.

3. Democratic methods of peaceable discussion and dissent within the classroom and elsewhere on the campus are affirmed. Open communication which utilizes the channels

of representative faculty-and-student government and the administration of the College is recognized as a general obligation.

4. Students and faculty have the right to uninterrupted and unimpeded us of College facilities for attendance at class and other normal operations and activities. The right of access by all regularly enrolled students to classrooms and other educational facilities is emphasized.

5. All members of the College community are expected to accept the duly constituted regulations of this College and to abide by the laws of the State and Nation. Those responsible for the administration of the College wish to make clear to students, faculty, administration, and all other employees that willful obstruction of the orderly processes and functions of the College is subject ultimately under due process to the most severe institutional penalties; and that such obstruction by any person, including students, faculty, administration, and employees is also subject to penalties which may be assessed by the civil authorities.

   The normal process of instructional activities and campus life exclude certain actions as unacceptable. These are explicitly as follows:

   Physical violence or threats of violence against persons; and destruction of public or private property.

   Interference with access to facilities of the College or facilities for which it is responsible.

   Interruption of normal classroom procedures and interference with the right of the instructor to instruct according to general College regulations.

   Unauthorized occupation of classrooms, offices, and any other campus facilities and interference with the orderly and usual activities of the College.

Threats or harassment of individuals or groups, intimidation, and interference with the due process rights of the College, individuals, or organization.

Instances in which individual students or student groups attempt to or do use force to secure acquiescence with their demands or activities; the minimum penalty for such persons if found guilty shall be suspension.

There will be no amnesty for breaches of College regulations pertaining to the above unacceptable actions.

Specific Procedures to Implement the Above Policies

1. The rules, regulations, and procedures customarily observed in the colleges and universities in the United States shall apply to the conduct of classes, activities, residence hall matters, etc. Such normal conduct of college life at Kansas State College of Pittsburg is described in the General Catalog, Graduate Catalog, Student Handbook, Faculty Handbook, and in other publications.

2. The maintenance of order off campus involving physical violence or destruction of public and private property or other violations of law by College personnel is a matter with which local and other policy authority must deal.

3. If violence against persons or property occurs, or if the normal, orderly procedures involved in student-faculty-administrative relations are interrupted on campus by disorderly procedures, the following procedures will apply:

   a. Decision to summon policy authority from off campus, because it involves a determination that rights of others are being infringed, shall be in this line of authority: the President of the College, the Executive Vice President, the Academic Vice President, and such others in the absence of these three as the President shall indicate.

b. In event violence or disorder occurs, College personnel shall as soon as possible first notify one of the above College officials or the Director of Student Services. The College does not expect students, faculty, or administration to serve in a police function, either in the process of arrest or in physically preventing violence and disruption of functions of the College

c. It is an obligation of instructors and College officials to use persuasion and their "good offices" to prevent or amelioriate interference with regular classroom instruction.

If disorderly or disruptive activities occur in a classroom or elsewhere on the campus, the instructor or other faculty personnel shall request identification cards from all persons involved in the disorder. Those who refuse to present identification cards will be assumed not to be members of the College community and will be charged with trespassing and disturbing the peace and treated accordingly by the law as non-students.

d. If a class is interfered with or disrupted, the instructor will attempt by persuasion to restore order. If he or she cannot, he or she shall dismiss the class, report the incident immediately to his or her Chairperson, then to the Director of Student Services, and to either/or both Vice Presidents. The normal disciplinary, due process procedures of the College will then be applied.

e. If other campus activities are disrupted or violence against persons or property occurs or seems about to occur, procedures stated above shall apply. The faculty or administrative sponsors appropriate to the activity or event shall act.

f. Unauthorized occupation of campus space shall be dealt with by the officials name in Item 3a in consultation with those having usual jurisdiction over the space.

g. Cases of harassment, intimidation, or interference with the normal conduct of campus activities shall be reported to the person in charge of the area where the incident occurs and to the Director of Student Services and/or his or her staff.

If a complaint is filed with an official of the College it may be transmitted at this official's discretion to the College Disciplinary Committee for the usual consideration. This does not preclude the handling of such cases directly by the Student Personnel Officers under their usual authority.

APPENDIX X

FACULTY SENATE CONSTITUTION

(Current as of September 1974)

KANSAS STATE COLLEGE OF PITTSBURG
Pittsburg, Kansas 66762

1974

APPENDIX IX

RESOLUTION OF THE STATE BOARD OF REGENTS

Adopted June 19, 1970

WHEREAS, the Academic Calendar is a period of time of a contractual nature for which state funds are appropriated and for which other funds are accepted; and

WHEREAS, this period of time is one which has been planned to fulfill the academic requirements of the programs of higher education; and

WHEREAS, any deviation from this published calendar such as cancellation of classes may cause students to lose credits, jeopardize the fulfillment of contracts, and, for certain types of activities, endanger the tax-exempt status of the institution;

BE IT HEREBY RESOLVED that the policy of the Board of Regents be stated as follows:

> The Academic Calendar of each institution under the jurisdiction of the Board of Regents shall be followed as published. Any deviation from this calendar for reasons other than natural disasters must have prior approval of the Board of Regents.

CONSTITUTION OF THE FACULTY GOVERNMENT AT KANSAS STATE COLLEGE OF PITTSBURG

ARTICLE I: Preamble

A. The organs of Faculty Government exist:

1. To provide the Faculty with the opportunity to express opinions on all matters relating to the well-being of the College.

2. To allow the Faculty to participate effectively in the making of policies.

3. To provide efficient channels for the Faculty to meet its obligations to effectuate adopted policies.

4. To disseminate information so that policies and practices of schools and departments will be coordinated.

5. To conduct studies deemed essential to the further progress of the institution.

6. To evaluate institutional programs and practices and to make such improvements as seem warranted.

ARTICLE II: Organization

A. The General Faculty shall consist of all tenured and tenure earning faculty members holding an academic rank of instructor or higher and shall have officers selected as hereinafter provided.

B. The Faculty Senate shall consist of the members of the General Faculty selected as hereinafter provided.

C. The Graduate Faculty shall consist of those members of the General Faculty who have been appointed to the Graduate Faculty in accord with current provisions of the Graduate Faculty.

ARTICLE III: Powers

A. The General Faculty in meeting assembled has all powers necessary to effectuate the functions enumerated in ARTICLE I.

B. The General Faculty in order to effectively implement those powers hereby delegate them to the Faculty Senate.

ARTICLE IV: Officers

A. The General Faculty and the Faculty Senate shall have a President, Vice President, Secretary, and Parliamentarian, elected as hereinafter provided.

B. The officers of the Faculty Senate shall serve in their respective positions as the officers of the General Faculty.

ARTICLE V: Selection of Officers and Members

A. Members of the General Faculty are selected by appointment to an academic rank.

B. Members of the Faculty Senate are selected as follows:

1. The President, Executive Vice President, Academic Vice President, and Registrar of the College shall be ex officio members without vote. The Registrar shall serve as secretary of the General Faculty and Faculty Senate.

2. In the first two weeks of March of each odd-numbered year each department shall elect from those members one representative to take office at the first meeting of the Faculty Senate held after April 1.

   For purposes of electing a representative to the Senate, Library Science and Instructional Media shall be considered as one department, and the Vocational Technical Institute shall be considered as one department.

3. In the first two weeks of March of each even-numbered year all General Faculty members shall be provided a ballot listing those General Faculty members, by schools, not already elected to the Faculty Senate who consent to the listing and shall cast a vote for twenty of those names.

   For purposes of preparing the ballot for election of School representatives the eligible faculty from the Library Science and Instructional Media staffs shall be attached to the School of Education and the eligible faculty from the Vocational Technical Institute shall be attached to the School of Technology.

4. The Executive Committee of the Faculty Senate then in session shall tabulate the results and select members of the Faculty Senate in the following manner:

   a. The names shall be listed in order determined by the vote received.

   b. Members of the Graduate Faculty shall be listed before other members of the General Faculty.

   c. From the remaining list the two members of the General Faculty in each School having the most votes shall be declared elected.

   d. The three members of the Graduate Faculty in each School having the most votes shall be declared elected.

5. The Director of Student Services, the Deans of the Schools, the Dean of Graduate Studies, the Director of the Library, the Director of Vocational Technical Institute, and the Director of Instructional Media shall have a standing invitation to attend the meetings of the Faculty Senate and shall have floor privileges but not a vote unless elected to the Faculty Senate as hereinbefore provided.

6. The newly constituted Faculty Senate shall elect its President, Vice President, and Parliamentarian by majority vote of those present in April, by secret written ballot.

7. Vacancies in departmental memberships shall be filled by departmental elections per Article V. B. 2. Notification of same shall be communicated in writing to the President of the Senate prior to the next Senate meeting. Vacancies in membership-at-large shall be filled by the Executive Committee from the top of the elections list.

ARTICLE VI: Committees

A. There shall be five standing committees of the Faculty Senate. The officers of the Senate shall be ex officio members of all standing committees.

B. The Executive Committee shall, in addition to the officers of the Faculty Senate, consist of five members of the Faculty Senate elected by that body at its annual organizational meeting. The President of the Faculty Senate shall be Chairman.

C. There shall be an Academic Affairs Committee, a Faculty Affairs Committee, a Student Affairs Committee, and an All-College Affairs Committee. Each standing committee shall consist of a member of the Executive Committee and five members of the General Faculty, two of whom shall be Senators. The membership of the standing committees shall be appointed by the Executive Committee which shall be appointed by the Executive Committee which shall name one of such members as chairman. Each Committee shall have the power to investigate, to evaluate, and to make recommendations to the Senate concerning matters it deems appropriate to its title.

ARTICLE VII: Meetings

A. The General Faculty shall meet at least once each year.

B. The Faculty Senate shall meet once each month during both semesters and the summer session. Special meetings may be called by the President of the Faculty Senate.

C. All meetings of the Faculty Senate shall be open to members of the General Faculty who may be granted floor privileges by vote of the Faculty Senate.

D. Agenda items and supporting information shall be submitted to the Executive Committee of the Faculty Senate seven calendar days prior to the scheduled Faculty Senate Meeting. Items shall be placed on the agenda by the Executive Committee on its own motion or on motion of any member of the Faculty Senate, or by petition signed by at least ten members of the General Faculty. The agenda shall be distributed to members of the General Faculty in advance of Faculty Senate meetings.

E. Minutes of the meetings of the Faculty Senate shall be distributed to members of the General Faculty. Actions of the Faculty Senate shall become final fourteen (14) days following the official distribution of said minutes, unless the General Faculty asserts its jurisdiction.

ARTICLE VIII: Rules of Order

In the absence of any special rules of order which the Faculty Senate may adopt, Robert's Rules of Order shall govern the conduct of meetings.

ARTICLE IX: Quorum

A quorum shall consist of one-half of the elected membership of the Faculty Senate.

ARTICLE X: Veto

The President of the College may veto any action of the Faculty Senate. The Faculty Senate may by a two-thirds vote appeal from a veto in which case the President of the Faculty Senate shall refer the matter to the Board of Regents.

ARTICLE XI: Amendments

A. This Constitution may be amended at any meeting of the General Faculty by a two-thirds majority of those voting provided the

proposed amendment was included in the agenda and was available to the members of the General Faculty for one week before the vote is taken.

B. By-Laws may be adopted or amended upon second reading at any meeting of the Faculty Senate by a majority vote of those present and voting.

BY-LAWS TO THE CONSTITUTION OF FACULTY GOVERNMENT

By-Law I. Standing Committees

Each standing committee may create such subcommittees as it deems desirable. The functions and membership of such committees shall be determined by each standing committee. All committees, unless otherwise specified, shall function from the beginning of the academic year until the beginning of the following academic year.

By-Law II. Duties of the Executive Committee

The Executive Committee of the Faculty Senate shall make such recommendations to the Faculty Senate as it shall deem fit.

The following duties shall be the specific responsibility of the Executive Committee:

1. It shall serve as the Committee on Committees.
2. It shall serve as the advisor group of the Faculty Senate when called upon by an officer of the Administration. It shall refer to the appropriate committee or council any question of policy on which advice is sought and shall record in its minutes any recommendation on policy.
3. It shall receive the written reports of the committees of the Faculty Senate.
4. It shall cause matters approved by the Faculty Senate to be brought to the attention of the appropriate administrative officer for action and shall report the action taken to the Faculty Senate.
5. It shall take such emergency action as it finds necessary. Such action must be presented to the Faculty Senate at the next regular meeting of the Faculty Senate.
6. It shall refer such matters as are designed by the Faculty Senate for study to the appropriate committee.
7. It shall prepare the agenda for meetings of the Faculty Senate.

8. It shall insure that nominations and elections are carried out as specified in the by-laws concerning nominations and elections.

9. The elected members, excluding ex officio members of the Senate proper, shall serve as the Faculty representatives on the hearing committee referred to in Section II. g. 2. b. 4. of the Faculty Handbook. (Amended November 16, 1964)

> Section II. g. 2. b. 4. Termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a Faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an advisor of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.

By-Law III. A. Meetings of the Faculty Senate

1. Regular meetings of the Faculty Senate as set forth in Article VII, Section B, of the Constitution, shall be at three-thirty in the afternoon on the third Monday of each month. Emergency changes of date for regular meetings may be made by the Executive Committee, providing that written notice is given at least three days in advance of the meeting.

2. The Executive Committee shall appoint a temporary chairman should neither the President nor the Vice President of the Senate be able to attend any Senate meeting, regular or special.

3. No proxy and/or substitute voting shall be allowed.

By-Law III. B. Meetings of the General Faculty

1. Calling, agenda, prior notice

   a. The General Faculty shall meet at least once during each academic year, the meeting to be convened by its President.

   b. The President of the College or the Executive Committee of the Faculty Senate may on their own motion call additional meetings of the General Faculty while the College is in session.

   c. Should a petition signed by at least ten percent of the General Faculty as exhibited on the official roster, requesting a meeting of the General Faculty and indicating proposed items of business, be filed with the President of the Senate, the Executive Committee shall call a meeting of the General Faculty to consider those matters. Such a meeting shall be held not later than one month, exclusive of holidays, from the filing date of the petition. The filing of a petition challenging Senate action shall be interpreted as a declaration that the General Faculty is asserting its jurisdiction.

   d. No meeting of the General Faculty called by the Executive Committee shall be held unless an agenda prepared by that Committee is distributed to all members of the General Faculty at least one week prior to the meeting date.

2. Quorum

   a. A quorum for transaction of business at any General Faculty meeting shall be thirty percent of the number of General Faculty members listed in the most recent General Catalog of the College.

3. Rules of Order

   a. In the absence of any special rules which the General Faculty may adopt, Robert's Rules of Order shall govern the conduct of its meetings.

By-Law III. C. The Graduate Faculty

1. Duties

   The duties of the Graduate Faculty shall be to formulate and review all policies and practices concerning graduate programs. To implement the duties and responsibilities of the Graduate Faculty, its general powers and responsibilities are hereby delegated to the Graduate Council as constituted under By-Law III. B.

2. Officers

   Officers of the Graduate Faculty shall be the Dean of Graduate Studies as ex officio chairman and a secretary. The secretary of the Graduate Council shall also be the secretary of the Graduate Faculty.

3. Meetings

   The Graduate Faculty (Article II-C, Constitution of Faculty Government) shall hold at least one regular meeting during each semester and summer session and on call by the chairman.

   A Graduate Faculty meeting may be called by petition consisting of the names of twenty regular graduate faculty members. Whenever a special meeting of the Graduate Faculty is called by membership petition, the meeting shall be held within one month from the date on which the petition is filed with the Graduate Dean.

By-Law IV. Academic Affairs Committee

The Academic Affairs Committee shall be concerned with all matters and/or conditions pertaining to the development,

maintenance, and improvement of all specific academic programs of the College and with all academic aspects of other College activities.

To carry out its functions, the Academic Affairs Committee shall appoint appropriate ad hoc committees to obtain data relative to specific academic problems and shall make recommendations to the Executive Committee of the Senate relative to the need for, and to the type of standing committees advisable in the broad area of Academic Affairs.

All standing committees in the area of academic affairs shall report to the Academic Affairs Committee once each semester of each academic year. The report to be made during the first semester of each year shall establish each standing committee's objectives for the year and outline briefly its anticipated methods of procedure. The report to be made during the second semester of each academic year shall record progress toward objectives and make suggestions concerning advisable future committee activities.

On the basis of an analysis and evaluation of all ad hoc committee activities and all standing committee reports, the Academic Affairs Committee shall make a progress report to the Executive Committee of the Senate not later than April 1 of each year. Said report shall also contain recommendations concerning future academic activities on the campus.

Standing Committees in the Area of Academic Affairs

By-Law IV. A. Curriculum Committees

1. School Curriculum Committees

   a. Membership

      Each School of the College shall establish a curriculum committee, with appropriate subcommittees, composed of (1) the Dean of the School, who shall serve as ex officio chairman (2) elected representatives from each department. The number of elected representatives from each department of the School shall be determined by the School, subject only to the restriction that each department within the School shall elect the same number of representatives.

b. Duties

It shall be the duty of each School committee to review, recommend, or reject curricular proposals submitted by the various departments of the School.

Recommended curricular proposals shall be submitted by each School Curriculum Committee to the appropriate body for consideration and action: (1) curricular proposals involving undergraduate work, including course changes at the 400 level and below shall be submitted to the College Curriculum Committee, and (2) curricular proposals involving graduate work, including course changes at the 500 level and above, shall be submitted to the Graduate Council.

2. College Curriculum Committee

The College Curriculum Committee shall be a permanent standing committee (subcommittee) of the Academic Affairs Committee.

a. Membership

The membership of the College Curriculum Committee shall be as follows:

(1) Ex officio members: The Registrar and the Academic Vice President, who shall serve as chairman.

(2) One Senator appointed by the Senate Executive Committee.

(3) A School of Arts and Sciences representative.

(4) A School of Education representative.

(5) A School of Technology representative.

(Each of the above School representatives shall be elected by his School Curriculum Committee members. Each elected representative must be a member of his School Curriculum Committee.)

b. Duties

It shall be the duty of the College Curriculum Committee to review and approve or reject proposals forwarded to it by the School Curriculum Committees. The College Curriculum Committee shall deal only with undergraduate curricular proposals and new course proposals at the 400 level and below. Graduate Curricular matters, including the approval of courses at the 500 level and above, fall under the jurisdiction of the Graduate Council and/or Graduate Faculty.

c. Distribution of Minutes and Challenges

The minutes of the College Curriculum Committee shall be circulated to all members of the Senate prior to the Senate meeting in which action on such proposals is to be taken. All actions of the College Curriculum Committee should be reported at the Senate meeting immediately following the circulation of Curriculum Committee minutes to the Senate members. Such action shall be considered final unless challenged by the Senate at the time of the Committee report.

d. Guidelines

In addition to these responsibilities and duties, the College Curriculum Committee shall establish Senate approved guidelines for its actions. These guidelines should provide the frame of reference in which the various School committees will work. Examples of such guidelines might be (These are not to be considered as part of the by-laws):

(1) New program proposals must have Board of Regents approval.

(2) Faculty resources must be logically available for the implementation of curricular modifications.

(3) Reasonable physical resources should be available.

(4) Adequate library resources should be available.

(5) Duplication within or between schools should be minimized.

(6) Curriculum modification should make a discernible contribution to the academic program of the College.

(7) New courses should not be introduced when existing courses can be modified and updated to include new materials.

By-Law IV. B. Graduate Council

1. Membership

The Graduate Council shall be composed of one elected member of the Graduate staff of each department offering a graduate degree plus the Registrar and the Dean of Graduate Studies as ex officio members. The Dean of Graduate Studies shall serve as Chairman of the Graduate Council and a secretary shall be elected at the first regular meeting of each academic year.

2. Duties

The Graduate Council shall be the legislative committee of the Graduate Faculty. The duties of the Graduate Council shall be to formulate and review all policies, practices and curricula concerning graduate studies (to include legislation at the 500 level and above).

3. Distribution of Minutes

Graduate Council minutes shall be reported directly to all members of the Graduate Faculty and to all members of the Faculty Senate. Action by the Graduate Council shall be considered final unless challenged by petition from members of the Graduate Faculty or from members of the Faculty Senate. A petition from either group must contain at least ten names of its regular membership.

4. Faculty Senate and Graduate Faculty Challenges

Senate challenges should be sent to the secretary of the Senate and Graduate Faculty challenges should be sent to the Graduate Dean, within 14 days of the distribution date of the minutes of the meeting. When a legislative

action of the Graduate Council has been challenged, final action will be taken by the body (Graduate Faculty or Faculty Senate) issuing the challenge, except that the Faculty Senate may challenge any action taken by the Graduate Faculty.

5. Executive Committee of the Graduate Council

To facilitate the work of the Graduate Council, an Executive Committee of the Graduate Council composed of the Graduate Dean and one representative from each School should be established. Each School representative should be elected by the departmental representative within each School, and each elected member shall be an elected representative to the Graduate Council from a department within the School.

The duties of the Executive Committee of the Graduate Council shall be to meet on call of the Graduate Dean to advise him on matters of policy and procedure pertaining to the graduate program and to assist him in the drafting of appropriate agenda items for the next Graduate Council meeting. At least one meeting of the total Graduate Council shall be called each semester to carry out necessary legislative activity.

By-Law IV. C. General Education Committee

1. Duties

The responsibilities of the General Education Committee shall be:

a. To serve as a resource committee to Departmental staff members regularly teaching General Education courses as follows:

1. By encouraging departmental review of General Education courses.

2. By serving as resource personnel for General Education faculty.

3. By encouraging departmental discussion of General Education goals, evaluation techniques, library facilities, and marking procedures, etc.

b. To review departmental recommendations for course modifications and/or new courses directly related to the General Education program (as listed in the current catalog) and to submit to the College Curriculum Committee an advisory opinion on the effect of such course modifications and/or new courses upon the existing General Education Program. Each school shall provide the General Education Committee with a verbatim copy of curriculum actions relating to the General Education program prior to the date upon which said school curriculum action is to be forwarded to the College Curriculum Committee.

c. To initiate and carry on studies and to make general recommendations to the Faculty Senate relating to the status of goals, methods of instruction, library facilities, evaluation techniques, and marking procedures in the current General Education program.

d. The General Education Committee shall provide the Academic Affairs Committee with a written report at least once each semester outlining the results of activities carried out under the committee charges listed above. If the results of the studies carried out under Committee charge "c" above raise serious questions concerning the effectiveness of the current General Education program, the General Education Committee may (upon the basis of these study results) make recommendations to the Faculty Senate, concerning needed modifications of the existing General Education program, including references to specific courses within the program, and/or broad general policies affecting the relationship of the General Education program to college, school, and departmental objectives.

2. Membership

The membership of the General Education Committee shall consist of six faculty members, the Academic Vice President as an ex officio member and chairman, and three students. The six faculty members, at least one from each School, shall be appointed from the General Faculty by the Executive Committee of the Faculty Senate. Appointed members shall serve two-year terms, the terms of half the members to expire each year. The three students, one from each School, shall be appointed by the Student Senate, and shall have at least 55 college hours, an overall grade point average of 3.0, and shall have matriculated at KSCP for at least one academic year.

By-Law IV. D. Teacher Education Committee

1. Membership

This Committee shall consist of the Academic Vice President, the Dean of Graduate Studies, the Dean of the School of Education, and six members appointed by the Senate Executive Committee. Of the six appointed members, at least one shall be chosen from each of the three Schools of the College. The Dean of the School of Education shall serve as Chairman, and the Dean of Graduate Studies shall serve as vice chairman. Appointed members shall serve two-year terms, the terms of half the members to expire each year.

2. Duties

The primary responsibility of the Teacher Education Committee shall be to coordinate teacher education and formulate institutional policies pertaining thereto at all levels, subject to the authority of the Faculty Senate. It may recommend directly to the Faculty Senate such undergraduate institutional policies, as it shall consider necessary and proper to further the development, improvement, and evaluation of teacher education. Institutional policies are herewith defined as those policies which affect all students as to admission to, retention in, or completion of teacher education programs; which are interdepartmental in scope, nature, or effect; and which

affect the general quality of teacher education in this institution.

When either the Curriculum Committee or Graduate Council places matters on their respective agendas pertaining to institutional policy in teacher education, such agenda shall be officially communicated to the Teacher Education Committee prior to legislative action by those committees. The Teacher Education Committee may also submit an advisory opinion or recommendation to the Faculty Senate or the Graduate Council as to proposed legislation in either oral or written form.

The Committee shall be responsible to the Senate for seeing that policies approved by that body are followed. The Dean of the School of Education shall be responsible to the Committee for the administration of these policies.

By-Law IV. E. Library Advisory Committee

1. Membership

This Committee shall consist of seven faculty members who are not members of the library staff, two members of the library staff, and three students (two undergraduate students and one graduate student). The Executive Committee shall appoint four faculty members and the Administration shall appoint three. At least one member shall be selected from each School. The members from the library staff shall be the Director of the Library and one staff member elected by a vote of the staff. The Student Senate shall appoint the three student members.

The Chairman of the Library Advisory Committee shall be elected at the beginning of each academic year. A secretary shall be elected and will be responsible for recording all actions of the Committee and for preparation of the agenda for each meeting. Any member of the Committee may place an item on the agenda by notifying the secretary.

2. Duties

The Committee shall serve in an advisory capacity both to the Library and to the Senate. The Committee will function in an advisory capacity to the Director of the Library, and will serve as a connecting link between the Library and the faculty-student community.

By-Law IV. F. Committee on Admissions, Enrollment, and College Calendar

1. Membership

This Committee shall consist of the following members: the Registrar, who shall be chairman; and the Graduate Dean, the Dean of each School, plus the Director of Admissions. The Executive Committee shall appoint one representative to the Committee from each School. The Student Senate shall appoint one student representative from each School.

2. Duties

The Committee shall be charged with recommending policies governing admission of students, enrollment procedures, and the College Calendar.

By-Law IV. G. Student Honors Committee

1. Membership

This Committee shall consist of eleven members. The Academic Vice President and the Registrar shall serve as ex officio members. Six faculty members shall be appointed by the Executive Committee of the Faculty Senate from departments participating in the departmental honors program. Three students, one from each School, shall be appointed by the Student Senate from a list of students eligible to participate in the departmental honors program

2. Duties

The functions of the Student Honors Committee shall be to supervise the Student Honors Program which will include:

a. Making certain that the departmental courses designated for honors meet the general standards set forth in the institutional policy statement creating the Student Honors Program.

b. Interpreting this policy statement when special questions arise.

c. Granting exceptions to the policy in cases in which such exceptions appear desirable.

d. Certifying to the Registrar those students who are to receive honors.

e. Proposing modifications in the honors program to the Faculty Senate as the need arises, and

f. Keeping informed on college resources and, at the appropriate time, propose an all-college, interdepartmental honors program.

By-Law IV. H. College Reinstatement Committee

1. Membership

This Committee shall be composed of the Academic Vice President, the Deans of the Schools within the College and the Registrar as ex officio members, plus one faculty member from each School, and one student from each School. The Academic Vice President shall be chairman. School faculty representatives shall be appointed by the Executive Committee. The three students shall be appointed by the Student Senate and shall have at least a 2.0 overall grade point average.

2. Duties

The duties of this Committee include the formulation of general policies governing the process of reinstatement and the evaluation of the work of the various school

reinstatement committees. Each school shall have created a reinstatement committee of at least three faculty members and the Dean, who shall be chairman, to act upon individual petitions. Actions of this Committee should be governed by the policies formulated by the College Reinstatement Committee. Faculty membership on each school committee shall be established by appointment by the Dean of each School.

By-Law IV. I. Academic Honesty Committee

1. Membership

This committee shall consist of seven members, four to be selected annually by the Senate Executive Committee to represent the College faculty, and two selected from the incoming senior class and one from the graduate student body by the Student Senate to represent the student body.

2. Duties

Generally any case of academic dishonesty will be handled individually by the instructor in whose class such dishonesty occurs. However, an instructor may refer any case of dishonesty whenever conditions seem to warrant such action.

Appeals concerning the disposition of classroom ca es may be made to the Committee on Academic Honesty by the student.

In addition to cases involving tests and examinations, the Committee may also hear cases concerning term papers or projects, outside assignments, research or other requirements representing the original work of the student.

The Committee shall hear all persons concerned at its earliest practicable date and render its judgment promptly in writing to all parties concerned, including the Chairman of the Department and to the Dean of the School. Judgments of the Committee on Academic Honesty shall be honored unless an appeal is made directly therefrom to the President of the College.

By-Law IV. J. Military Affairs Committee

1. Membership

This Committee shall consist of six members. The Executive Committee shall appoint five members and designate the chairman. The Professor of Military Science shall serve, ex officio, as the sixth member.

2. Duties

The Committee shall serve in an advisory capacity both to the Academic Affairs Committee and to the Military Science Department. The Professor of Military Science is responsible for keeping the Committee personally aware of curriculum changes, new policies and other actions of the Military Science Department. The committee shall act as an academic sounding board for innovations proposed by the Professor of Military Science and will act in an advisory capacity on such proposals. The Committee will serve as a liaison between the Military Science Department and the rest of the College community.

The Committee chairman shall appoint all non-military faculty members required for scholarship awards committees and other such boards from the membership of the Military Affairs Committee.

By-Law V. Student Affairs Committee

The Student Affairs Committee is charged to implement (see Article VI. C. of this Constitution) the Faculty's concern in all matters dealing with the learning environment of individual students, with the preservation of the personal integrity of individual students, and with the enhancement of the individual student's readiness for growth.

Logically, this implies conditions and activities related to student welfare and behavior, to include: student housing environment, student discipline, student cultural experience, political activities, student physical and mental health, the religious

life of students, student financial aids and work opportunities, social organizations, and civil and personal freedom.

The Student Affairs Committee will utilize several mechanisms to implement these concerns. Ad hoc committees will be appointed as need arises to study, evaluate, and report on situations and programs in the Student Affairs Committee's areas of concern. Each such committee at the time of its formation shall receive from the chairman of the Student Affairs Committee a specific charge as to its duties, limitations, time and method of reporting, and conditions for its dissolvement. The Student Affairs Committee will report the activities of such ad hoc committees to the Senate Executive Committee with recommendations on any action that seems advisable.

The establishment of standing subcommittees will be recommended to the Senate Executive Committee by the Student Affairs Committee to work in areas where continuous action or study seems desirable. Each standing subcommittee of the Student Affairs Committee shall be formed by a by-law to Faculty Senate Constitution. Such by-laws will state the charge of the Committee. Such committees whose dominant concerns fall within the purview of the Student Affairs Committee will report to the Senate through that Committee near the beginning and end of each enrollment period.

Members, representatives, or liaison persons will be appointed to duly constituted student organizations (e.g., Student Union Board) to observe both program and content, to communicate for the Faculty, and report to the Student Affairs Committee near the end of each semester.

By-Law V. A. Student Union Board Representatives

Two representatives shall be appointed to the Student Union Board of Governors by the Executive Committee of the Senate: one with the advice of the Student Affairs Committee and one with the advice of the All-College Affairs Committee.

Standing Committees in the Area of Student Affairs

By-Law V. B. The Student Housing Committee

1. Duties

It shall be the responsibility of the Committee to be concerned with all matters related to student housing policy and administration. This would include such matters as establishing standards for determining the adequacy of facilities, setting limitations on behavior in housing facilities, and the programming of learning experiences in housing units. The Committee shall have the power to investigate, evaluate, and make recommendations at any time to the chairman of the Student Affairs Committee and the Administration of the College in all matters within its jurisdiction.

2. Membership

The membership of this Committee shall consist of the Housing Director, one representative of student residence hall organizations (elected by RHA), one representative of campus fraternal organizations (elected jointly by men's and women's organizations), one representative of off-campus non-organizational housing facilities elected by the Student Senate, and six representatives of the non-administrative faculty appointed by the Executive Committee of the Faculty Senate with the advice of the Student Affairs Committee. Appointed members shall serve two-year terms, the terms of half the members to expire each year. One of the Faculty members shall be designated Chairman of the Committee.

Five regular members of the Committee shall constitute a quorum, at least two of those in attendance must be Faculty members and two must be student members. Inactive members shall be dismissed and replaced at the request of the sub-committee chairman.

By-Law V. C. The Student Discipline Committee

1. Duties

This Committee shall be responsible for handling student discipline problems. It shall function at the request of the Student Affairs Committee, or at the request of the Director of Student Services or any other office, organization, or committee of the College which has jurisdiction over student behavior, or at the request of any student who is or has been the subject of disciplinary action by any such office, organization, or committee. The party requesting that his case be handled by this Committee must make his request in writing to the chairman of this Committee and to the chairman of the Student Affairs Committee. The Committee shall have the power to investigate and evaluate the factors involved in each case, and to take appropriate disciplinary action. If appealed, the request must be made in writing to the President of the College within seven days of the initial decision.

2. Membership

The committee shall consist of nineteen members: nine non-administrative faculty members, nine students, and the Director of Student Services, who shall serve as ex officio chairman. The chairman may not vote except in case of a tie. The Faculty Senate Executive Committee shall name the nine faculty members and place them in groups of three with a representative from each School. The Student Senate shall name nine students and place them in groups of three with a representative from each School. Each group of three faculty and three students shall serve as a team and sit as the Discipline Committee on an alternate basis as the need arises. At no time should a member hear a case in which he has been directly involved. Absences at any hearing will be filled by the corresponding school representative of any alternate team. Every member of the hearing team or his alternate must be present at each meeting to constitute a quorum. If the chairman chooses to disqualify himself, a substitute may be chosen by the ex officio chairman in consultation with the President of the Faculty Senate.

By-Law V. D. The Student Financial Affairs Committee

1. Duties

It shall be the responsibility of this Committee to be concerned with all matters related to the financial well-being and responsibility of students. The Committee shall have the power to investigate, evaluate, and make recommendations to the chairman of the Student Affairs Committee and the Administration of the College on such matters.

This Committee shall serve in advisory capacity with the Aids and Awards Office and the Placement Office, with special concern about the policies and practice in awarding student loans, grants, scholarships, and employment. The Committee shall study and report total cost of attending the College. Reports should include the effect of such factors as assigned testbooks, locations of home community, and gender on such costs.

2. Membership

The membership of this Committee shall consist of one student representative elected by the Student Senate from each of the three Schools of the College and one non-administrative faculty representative from each of the three Schools. The faculty representative shall be appointed by the Executive Committee of the Senate with the advice of the Student Affairs Committee.

By-Law VI. All-College Affairs Committee

The All-College Affairs Committee is charged to implement the Faculty's concern in all matters having campus-wide implications. Affairs such as public relations, intercollegiate athletics, assemblies, commencements, public gatherings, publications, campus development, standards for use of physical facilities, and traffic control.

The All-College Affairs Committee shall utilize several methods to implement these concerns. First, the sub-committees shall carry out charges as stated in the By-Laws, and as directed by

the parent committee; second, ad hoc committees shall be appointed as the need arises.

By-Law VI. A. Student-College Publications

1. Preamble

   Student-college publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. Each student-college publication--within the framework of its assigned purpose--is committed to the highest standards of journalistic practice in the treatment of and publication of news, features, editorial material, and advertising.

2. Ownership, legal responsibility, directorship

   a. All student-college publications at Kansas State College of Pittsburg operate with facilities provided by the State Board of Regents, and serve as laboratories for the application of classroom experiences.

   b. Incidental financial contributions and income from advertising or assignment of student activity fees do not constitute a share in ownership.

   c. The resident publisher (hereinafter referred to as "the publisher") is the President of Kansas State College of Pittsburg.

   d. The publisher appoints as director of each publication a faculty advisor who has demonstrable competence ir the type of journalism required by that publication.

3. Responsibilities of the Advisor are:

   a. To screen all aplicants and to recommend applicants for appointment to the posts of editor, associate editor, managing editor, and business manager.

   b. To recommend the removal of editors, business managers, or staff members for stated causes.

c. To assist the editor and his staff to learn and follow the universally accepted journalistic standards, at the same time guarding the publication against any and all threats to journalistic freedom.

d. To develop and publish written statements specifying operational procedures.

4. Responsibilities of the Editor are:

a. To adhere to universally accepted journalistic standards and to follow the recommendations of his advisor when in doubt about such standards.

b. To select his staff, with due regard for competence, seniority, and compatibility, subject to the approval of the advisor.

c. To adopt, publish, and follow a constructive editorial policy which serves the best interests of the intended readers.

5. Responsibilities of the Student-College Publications Advisory Board are:

a. To advise both the publisher and advisors on any matter involving either operating procedure or journalistic standards.

b. To make appointments from among applicants recommended by the advisors.

c. To hear charges concerning violation of operational procedures, journalistic standards, and/or journalistic freedom. Such charges may be brought by any recognized organization or by any individual member of the College community.

d. To remove editors, business managers, or staff personnel for cause.

6. The Student-College Publications Advisory Board:

a. Composition: The Student-College Publications Advisory Board shall consist of eight (8) members, to include:

(1) The advisor to the Collegio

(2) The advisor to the Kanza

(3) The editor of the Midwest Quarterly

(4) A faculty member representing campus Graphic Arts (Printing)

(5) A faculty member experienced in journalism

(6) - (8) Three (3) students familiar with journalistic practice through classroom study and/or experience.

b. Selection of the Student-College Publications Advisory Board:

(1) Members shall be appointed by the publisher, who will also appoint one of the members to serve as chairman.

(2) Nomination of faculty members, who are not advisors or editors, shall be made to the publisher by the Executive Committee of the Faculty Senate of Kansas State College of Pittsburg.

(3) Nomination of student members shall be by the Student Senate with the advice of the College journalism staff.

By-Law VI. B. Student Union Board of Governors

1. Membership

The Student Union Board of Governors shall be composed of the President and the Vice Presidents of the Student Senate, the President of the Student Union Board, a faculty representative of the office of the Director of Student Services, one representative each from the All-College Affairs Committee and the Student Affairs Committee of the Faculty Senate, the Student Union Director, and the Student Union Program Director.

2. Duties

The Student Union Board of Governors shall function in an advisory capacity to the Student Union Director on policy matters and shall execute such duties as are defined for it in the constitution and by-laws of the Student Union Board. The Student Union Director shall be responsible to the President of the College.

By-Law VI. C. Homecoming Committee

1. Membership

This Committee, the faculty and alumni members of which shall be appointed by the Administration, shall consist of a general chairman and such committee chairmen as needed for the major areas of responsibility. In addition, the Student Senate shall appoint seven students to serve on the Committee.

2. Duties

The Committee shall have jurisdiction over the Annual Homecoming.

By-Law VI. D. Athletic Policy Committee

1. Membership

This Committee shall be composed of the Chairman of the Department of Health, Physical Education and Recreation, the Athletic Director, the Faculty representative to the Conference Committee, two members chosen by the President from the faculty membership of the Athletic Council, the President as an ex officio member, and the Executive Vice President as Chairman.

2. Duties

This Committee will be advisory in nature and its function will be that of taking responsibility for the overall development of policy for the athletic program, review of conference policy meetings, and review of the athletic budget as prepared by the Athletic Director.

By-Law VI. E. Athletic Council

1. Membership

The Director of Athletics shall be ex officio chairman of this Committee, and the Faculty Conference Representative and Chairman of the Department of Health, Physical Education and Recreation shall be ex officio members. The remainder of the Committee shall consist of fifteen faculty members appointed by the Administration and three students appointed by the Student Senate, at least one of whom shall be a college athlete.

2. Duties

This Committee shall be the major operational body concerned with supervising athletic events on the campus.

By-Law VI. F. Major Attractions Committee

This Committee shall consist of seven faculty members and six students. The chairman and three faculty members shall be appointed by the Administration. Three faculty members, one from each School, shall be appointed by the Faculty Senate and six student representatives, at least one from each School, shall be appointed by the Student Senate. It shall be the duty of the committee to determine the number, kind and scheduling of the Major Attractions, and to be responsible for Commemoration (Apple) Day Convocation, as well as to approve operational plans for such events.

By-Law VII. Faculty Affairs Committee

The Faculty Affairs Committee shall be concerned with all matters and/or conditions which may affect the welfare of the faculty and the general development of the college as an institution of higher learning.

The Faculty Affairs Committee shall utilize several methods to implement these concerns. First, the subcommittees shall carry

out charges as stated in the By-Laws, and as directed by the parent committee; second, ad hoc committees shall be appointed as the need arises.

By-Law VII. A. The New-Faculty Information Committee

1. Membership

The New-Faculty Information Committee shall consist of seven members to be appointed by the Executive Committee. The Executive Committee shall appoint one member as chairman. Four of the members shall have tenure and shall be appointed for a term of two years, with two of the four being appointed annually. Three of the members shall be tenure earning, but not have achieved tenure, and shall be appointed for a term of one year.

2. Duties

The Committee shall be charged: (1) to work with new Faculty members each year in helping them make personal contacts within the Pittsburg community and in securing information related to activities of the community, and (2) to work with new faculty members each year in helping them become informed on the purposes of the College, the characteristics of the student body, the basic College policies concerning faculty appointment, assignment, promotion, tenure, leaves, summer employment, library policies, parking and traffic regulations, and other general problems such as professional growth and development.

In discharging its duties, the Committee shall solicit assistance from the faculty, faculty wives, and/or community, from the College Administration, from leaders in community organizations and government, and from directors of the various College programs and associations.

By-Law VIII. Student Government

Preamble

Higher education at Kansas State College of Pittsburg involves the cooperative activity of the constituent citizens of the State, governing bodies and officials, College Administrators, Faculty, and students. The ultimate success of higher education at the College is dependent upon communication and cooperation among these groups.

The achievement of the mission of the College is dependent upon active cooperation on the Campus among students, Faculty, and Administration. The primary and legal responsibility for the development, maintenance, and improvement of all public college and university programs has been delegated by the Legislators through the Board of Regents to the chief administrative officer of the six institutions of higher education. Traditionally at Kansas State College of Pittsburg both Faculty and students participate in the development of policies related to its programs.

Section 1. The primary medium for student participation at Kansas State College of Pittsburg is the Student Senate. The Student Senate is responsible to the general student body, the Faculty Senate, and to the President of the College, and shall work cooperatively with each in appropriate matters. The Student Affairs Committee and the All-College Affairs Committee of the Faculty Senate are its main, although not exclusive, committees for cooperative relationships with the Student Senate. The right and responsibility for communication among students, faculty, and administration shall not be abridged.

Section 2. In order to provide effective official communication and to facilitate current operations of the Student Senate, advisors to the Student Senate shall be selected as follows: one elected by the Student Senate, one appointed by the President of the Student Senate from a panel of three nominated by the Executive Committee of the Faculty Senate, and one appointed by the President of the Student Senate from a panel of three nominated by the President of the College. Such advisors shall be appointed for a period of one year and shall serve in an advisory capacity. For the 1968-69 academic year, new advisors shall be selected by November 1; thereafter, they shall be selected by May 1 of each academic year.

Section 3. a) The Constitution of the Student Senate and by-laws establish relationships, duties, and responsibilities.

b) The current Constitution of the Student Senate, except for its provision as to advisors, is herewith approved, subject to the concurrence of the President of the College and under procedures specified below, as an operational Constitution until reviewed and revised not later than the annual general spring election of Student Senate representatives and officers in 1969.

c) The current Constitution of the Student Senate shall be reviewed and revised by a committee selected as follows: three students as members and a committee chairman appointed by the President of the Student Senate; and three members of the Student Senate Affairs Committee appointed by the Chairman of that Committee.

d) The revised Constitution shall be submitted to the Student Senate for its approval and then to the general student body of Kansas State College of Pittsubrg in the regular general election in April, 1969, or earlier.

e) If the proposed revision of the Student Senate Constitution is approved in the Student General election by a majority of those voting, the revised Constitution shall be transmitted to the regular Student Affairs Committee of Faculty Senate for an advisory opinion to the President of the College and a report to the Faculty Senate. The President of the College shall give final consideration.

f) Amendments to the Constitution of the Student Senate shall be reviewed and procedures followed as stated in Section 3, paragraphs c, d, and e.